



US Army Corps
of Engineers®

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2024-11

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SUBJECT: Construction Quality Management (CQM) for Contractors (CQM-C) Course

CATEGORY: Directive and Policy

1. References:

- a. Engineer Regulation (ER) 1180-1-6, Construction Quality Management
- b. CQM Course SharePoint site: <https://team.usace.army.mil/sites/HQ-CW/PDT/CQMC/pages/home.aspx>
- c. Army Regulation (AR) 1-50, Army Conference Policy

2. Purpose. This ECB provides updated guidance on requirements for Construction Quality Management for Contractors (CQM-C) Course and replaces ECB 2021-11 previously issued on 11 August 2021.

3. General Information. The U.S. Army Corps of Engineers (USACE) requires the construction contractor's Quality Control (QC) Managers to attend the CQM-C course and obtain a Certificate of Completion before being allowed to perform their quality control responsibilities outlined in the contract. Certificates of Completion are valid for five years from the date of course completion.

4. Certification. Contractor's QC Managers obtain certification through successful completion of the CQM-C course.

5. Recertification. Recertification of contractor's QC Managers is obtained through successful completion of the CQM-C course. CQM Managers may require recertification earlier than 5 years from the prior course completion if the QC Manager does not exhibit satisfactory understanding of the basic CQM-C principles.

6. Reciprocity with Naval Facilities Engineering Command (NAVFAC). CQM-C was jointly developed with the NAVFAC. NAVFAC Construction Directors may certify instructors to teach the course based on the criteria in paragraph 7. NAVFAC courses are taught by NAVFAC personnel or authorized contractors. USACE will accept CQM-C course certificates taught and awarded by NAVFAC or their authorized contractors for QC Managers with experience working on NAVFAC projects. QC Managers proposed on USACE projects with no prior experience working as a QC Manager on NAVFAC projects must contact their Contracting Officer or Contracting Officer's Representative (COR) to determine USACE course availability

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prior to signing up for a NAVFAC or NAVFAC authorized contractor sponsored course. Failure to contact the Contracting Officer or COR prior to signing up for a NAVFAC or NAVFAC authorized contractor sponsored course may result in USACE rejection of the CQM-C certificate.

7. USACE CQM-C Course Administration. Each CQM-C course offering will be sponsored through the local USACE District or Center (hereafter any mention of the District is understood to also include Centers), with the District responsible for the quality of instruction, and other requirements stated herein. The local District is responsible for all CQM courses offered in their Area of Responsibility (AOR). A District may not sponsor a course outside of their AOR without approval of their Division or higher level Center (hereafter any mention of the Division is understood to also include the higher level Center) CQM Manager.

a. The Senior Regional Construction Engineer or their designee, as the Division CQM Course Manager, is responsible for the management of the CQM course within their Division. Division CQM Course Managers will appoint, in writing, a District CQM Course Manager for each district within their AOR. See attachment B for a sample District CQM Course Manager appointment memorandum. The Division CQM Course Manager will maintain a list of course offerings or a link to District CQM course listings on their Division's public website.

b. The District CQM Course Manager is responsible for identifying and nominating CQM course instructors to the Division CQM Course Manager for approval.

c. AR 1-50 (ref. c) defines classes held in non-governmental facilities to be a conference and requires the preparation and approval of a conference package. If the course cannot be reasonably conducted in a Government facility, the sponsoring District will submit a conference waiver request to the HQUSACE Chief of Construction. Waiver requests will only be approved at the HQUSACE level. A single waiver request will be submitted by the sponsoring District that includes all sessions for the upcoming calendar year that will be held at a non-government facility. All waiver requests for the upcoming calendar year must be submitted by 31 October. A viable alternative to the use of non-government facilities is holding the classes virtually. Virtual courses may be offered by NAVFAC or USACE components or may be administered through a non-government organization with instruction provided by certified USACE or NAVFAC instructors.

d. Sponsoring Districts will coordinate the planning and presentation of all CQM-C courses with the Division CQM Course Manager. The District CQM Course Manager will provide a schedule of their proposed CQM for Contractors to the Division CQM Course Manager.

e. The District CQM Course Manager is responsible for issuance and tracking of Certificates of Completion issued to students successfully completing the course. A Completion Certificate template is included in Attachment C. The sponsoring District's CQM Course Manager is responsible for transmitting the completed Excel student roster/spreadsheet to the Division CQM Course Manager. The Division CQM Course Manager or their delegate will update the consolidated database of all student records of completion on the HQUSACE [CQM](#)

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[Course SharePoint site](#). The Division CQM Course Manger will not accept any other form of documentation as a record of student course completion. Attachment A provides an example of the spreadsheet/roster, instructions for completing the spreadsheet and assigning certificate numbers. Instructors can obtain electronic copies of the spreadsheet, instructions, and certificate of completion at the HQUSACE [CQM SharePoint site](#).

f. It is recommended that sponsoring Districts do not accept payment for the CQM-C course. Districts must transfer any funds received for the course to U.S. Treasury as miscellaneous receipts (096 3220 General Fund Proprietary Receipts). Districts may not transfer funds to any USACE account.

8. Certification of Instructors. Division CQM Course Managers are responsible for certifying District nominated course instructors in writing and maintaining the certified instructor list for their Division on the Headquarters [CQM SharePoint site](#) (ref. b). Certification will be valid for a period of no more than 3 years. See Attachment D for a sample of an Instructor Certification Letter that each instructor must have to teach the CQM-C course.

a. The District CQM-C course instructors must have first-hand knowledge and experience in current USACE construction management requirements, systems, principles, and practices through hands on USACE field project management role or contractor's quality control or a field supervisory role directly involved in USACE construction projects. The instructors will be USACE employees, including currently employed retired annuitants, with this knowledge and experience. USACE instructors are required to be in a "pay status" when instructing the course.

b. Recertification of instructors is required to verify the quality of instruction provided by the individual and to verify that the instructor's construction management knowledge and experience correspond with current practices, procedures, and requirements. Instructors wishing to renew their certification will submit their updated qualifications to the Division CQM Course Manager for review and approval through the District CQM Course Manager.

c. Each USACE District CQM Course Manager will periodically audit their certified instructors by attending a course or checking the course documentation before submission of their recertification to the Division CQM course manager. Instructor certification may be revoked at any time by the Division CQM Course Manager.

9. Scheduling. Division CQM Course Managers will ensure that each District offers CQM-C a minimum of 2 times per fiscal year. Division CQM Course Managers will provide the url to the public facing website required in 7.a to HQUSACE points of contact (POCs) identified in 11 for posting on the USACE Learning Center (ULC) public facing website. Submit links to course offerings annually by 30 September for the next fiscal year.

10. Course Update. Suggestions for course updates will be accepted by CQM-C course instructors throughout the year using a course evaluation/survey following the completion of a CQM-C course. CQM-C course instructors, Division CQM Course Managers, and/or District

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CQM Course Managers will enter suggestions for course improvements/changes at the HQUSACE [CQM SharePoint site](#). A CQM-C Steering Committee comprised of USACE and NAVFAC representatives will evaluate suggestions and issue an update to the course a minimum of every two years.

11. Points of Contact. HQUSACE POCs for this ECB are Andrea Hinkle, CECW-EC, (202)761-0656 or at email: Andrea.M.Hinkle@usace.army.mil and Mark Pratt, CECW-EC, (309) 737-6893 or at email: Mark.R.Pratt@usace.army.mil

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Encl.

Attachment A – Example Certificate Numbering, Roster Spreadsheet, Completion Instructions
Attachment B – Example District CQM Manager Appointment
Attachment C – CQM-C Course Certificate Template
Attachment D – Example Instructor Appointment