**ATTACHMENT B**

**Example District CQM Manager Appointment**

**DEPARTMENT OF THE ARMY**

**U. S. ARMY CORPS OF ENGINEERS, [INSERT DIVISION NAME]**

**[INSERT DIVISION STREET ADDRESS]**

**[INSERT DIVISION CITY, STATE, AND ZIP CODE]**

[INSERT ORG CODE] [INSERT DATE]

# MEMORANDUM FOR RECORD

SUBJECT: [INSERT NAME], Construction Quality Management for Contractor Course (CQM-C) District Course Manager Appointment

1. References:
   1. Federal Acquisition Regulation (FAR) 52.246-12 Inspection of Construction
   2. FAR 52.236-5 Material and Workmanship
   3. 5 Code of Federal Regulations (CFR) 2635.702 (c) (2)
   4. Engineer Regulation (ER) 1180-1-6 Construction Quality Management
   5. Engineering and Construction Bulletin (ECB) [INSERT LATEST ECB NUMBER] Construction Quality Management (CQM) for Contractors Course
2. [INSERT NAME] is appointed as [INSERT DISTRICT NAME] District CQM Course Manager for the US Army Corps of Engineers Construction Quality Management for Contractors (CQM-C) course. The period of performance is [INSERT START DATE] through [INSERT DATE NOT TO EXCEED THREE (3) YEARS FROM START DATE].
3. [INSERT NAME] is responsible for identifying and nominating CQM course instructors to the Division CQM Course Manager for approval. The district CQM Course Manager is responsible for issuance and tracking of Certificates of Completion issued to students successfully completing the course.
4. [INSERT NAME] will provide the [INSERT DIVISION NAME] CQM Manager the proposed schedule of CQM-C courses for the fiscal year no later than 30 September of the previous fiscal year.
5. [INSERT NAME] will provide all pre-training notification(s) and completed training document(s) to the Division CQM Course Manager for all CQM-C courses.
6. Point of contact is the undersigned at [INSERT PHONE NUMBER], or [INSERT EMAIL ADDRESS].

# [INSERT SIGNATURE]

# [INSERT DIVISION CQM COURSE MANAGER NAME]

Division CQM Course Manager

CF: [INSERT ANY OFFICES/PERSONNEL FURNISHED A COPY]