

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

CEMP-EA

Pamphlet
No. 690-1-808

8 June 1991

Civilian Personnel
TRAINING AND CAREER DEVELOPMENT PLANS FOR INTERN
AND INTERMEDIATE LEVEL ARCHITECTS

1. Purpose. This Engineer Pamphlet (EP) provides policy, guidance, and procedures concerning the development of training and career development plans for intern and intermediate level personnel in the occupational series of GS-0808-Architecture (architects) within the U.S. Army Corps of Engineers (USACE).

2. Applicability. This pamphlet applies to all Headquarters, U.S. Army Corps of Engineers (HQUSACE) elements, major subordinate commands (MSC), districts, laboratories, and field operating activities (FOA).

3. References. References and additional information resources are listed at Appendix A.

4. Background.

a. Architectural positions at the intern (GS-0808-5/9) and intermediate (GS-0808-11/12) levels are included in the Engineers and Scientists (Resources and Construction) (ESRC) career program. Training and development plans for the ESRC career program have been developed along functional lines rather than by occupational series. The six functional areas include engineering, Civil Works planning, construction, operations, facilities, and research and development. However, in the occupational series of GS-0808-Architecture, more specific training and development planning are necessary for intern and intermediate level career program employees/individual due to unique requirements imposed by state architectural registration boards which explained at Appendix B.

b. Chapter 11 of AR 690-950 defines a Master Intern Training Plan (MITP), and postintern training and development for all individuals in the ESRC career program. MITP requires interns to complete rotational assignments of approximately four months each in the functional areas of engineering, planning, construction, and operations. In addition, a facilities engineering orientation of at least four weeks is required. Interns in research and development activities are required to complete rotational assignments within their research specialties. Postintern training and

8 Jun 1991

development at the intermediate level (specialist and intermediate levels per AR 690-950) stress the development of technical proficiency through extensive on-the-job experience. Postintern training at the intermediate level also includes appropriate training and developmental assignments in selected technical and functional areas, and encourages individuals to take job-related courses on their own time at nearby colleges and universities.

c. Since the MITP is general in nature, the servicing Human Resources Office/Civilian Personnel Office (HRO/CPO) and the activity Career Program Manager (CPM) must prepare specific training plans for each intern based upon the education and experience of the intern. These plans should ensure that interns will receive the appropriate rotational on-the-job experience, formal training, and individual self-paced study to develop their knowledge, skills and abilities in order for them to perform competently in their specialty.

d. During an individual's intermediate level training and development, his/her supervisor is required to develop an Individual Development Plan (IDP) with the individual. The IDP should systematically continue the individual's professional career development to assure that he/she receives the training and development necessary to fill key positions within USACE, and to assure that USACE receives maximum productivity with limited human resources.

5. Objectives. The overall objectives of this pamphlet are to provide guidance for management and career program employees/individuals in the GS-0808-Architecture occupational series to develop specific intern training plans and IDP to bridge the gap between formal education and professional registration, and to professionally develop architectural personnel to fill key positions within USACE. All training and development plans should be comprehensive in design to allow individuals to reach their desired career goals, and to contribute to the professional development of competent registered architects who can provide excellence in architectural services for USACE and our customers. Comprehensive plans are necessary to recruit, develop and retain quality personnel within USACE and to reinforce the discipline, integrity, judgement, knowledge, skills, abilities, and quest for learning that must serve the registered architect and USACE professional for a lifetime. Specific objectives include the following:

a. Define the areas of architectural practice in which intern and intermediate level career program employees/individuals in the 0808-Architecture series should acquire basic knowledge and skills to qualify for professional registration.

b. Provide greater access to developmental assignments and supplementary education opportunities designed to enrich the architect's training and professional development within USACE, and to obtain broader career skills and knowledge which will help prepare them for progression.

c. Encourage additional training in the broad aspects of architectural practice within the USACE organization, and provide opportunities to strengthen field knowledge, experience and operations management capabilities.

d. Provide the highest quality information and advice concerning opportunities to strengthen the USACE architect's technical, professional, policy development, supervisory, managerial and leadership skills.

6. Organization and Responsibilities. The organization and responsibilities for developing specific intern training plans and IDP for architects build upon the existing line management, career program management, and personnel office organizations. The ESRC FCR, with the assistance of the ESRC Career Planning Board, will guide the operation and advise the ESRC FC on needed changes.

a. Human Resources Offices/Civilian Personnel Offices (HRO/CPO). Servicing HRO/CPO are responsible for the effective administration of the training and career development program for intern and intermediate level architects as part of the ESRC career program. Specific responsibilities are listed in AR 690-950.

b. Activity Career Program Managers (CPM). Activity CPM are responsible to give functional advice and assistance to the activity commander and the servicing HRO/CPO. Activity commanders may also appoint a registered architect within the activity to assist the activity CPM. Specific responsibilities, in addition to those listed in AR 690-950, are as follows:

(1) Coordinate individual intern training programs and IDP for intermediate architects with The American Institute of Architects (AIA) and the National Council of Architectural Registration Boards (NCARB) state and local coordinators of the AIA/NCARB Intern-architect Development Program.

(2) Coordinate individual intern training programs and IDP for intermediate architects with appropriate state architectural registration boards.

(3) Encourage all intern and intermediate level architects to participate in the program and to seek professional registration.

8 Jun 1991

c. Supervisors/Sponsors. Each intern and intermediate level architect should have a sponsor who is a registered architect within his/her activity (as required by state architectural registration boards). If the individual's immediate supervisor (or possibly the activity CPM for an intern) is a registered architect, he/she will serve the individual's sponsor. If the individual's supervisor is not a registered architect, a sponsor who is a registered architect should be assigned to support the supervisor. As the individual's responsibilities change over time, different people may assume the supervisor's/sponsor's role. Specific responsibilities, in addition to those listed for supervisors in AR 690-950, include the following:

(1) Supervise the career program employee/individual on a daily basis. The sponsor may, or may not, be the intern or intermediate architect's, project or design team leaders, group leaders, etc., may serve as sponsors. However, the sponsor should interact with the individual on a regular basis concerning the assignments and activities that the individual is tasked to accomplish.

(2) Regularly assess the quality of work performed by the individual. If the sponsor is not the individual's immediate supervisor of record, he/she should provide input to the individual's immediate supervisor of record concerning the intern's Annual Career Appraisal (DA Form 4428-R) and the individual's Civilian Performance Rating (DA Form 5398-R).

(3) Periodically certify the individual's record of training and supplementary education in order to verify requirements of state architectural registration boards.

(4) Make arrangements with an on-site registered professional (i.e. registered architect, professional engineer, interior designer, or landscape architect) to assist in assuring that the individual is receiving appropriate training and to certify that the training is in accordance with state registration criteria while the individual is detailed to another location, such as an area or resident engineer's office.

(5) Confer, if needed, with the individual's advisor. Telephonic conference with the advisor is authorized to preclude any travel expenses.

d. Advisors. In addition to the normal ESRC career program organization, it is recommended that each intern and intermediate level architect have an advisor who is a registered architect. Registered architects who have been appointed to assist activity CPM may serve as advisors. The same person should not serve as an individual's sponsor and advisor unless absolutely necessary due to lack of available registered architects. Advisors are responsible for periodic reviews of the individual's

training progress and discussions concerning the individual's career objectives. Specific responsibilities include the following:

(1) Meet at least once every four months with the individual to review progress and acknowledge the individual's training and professional development assessment report.

(2) Suggest additional training and supplementary education activities.

(3) Provide guidance to enhance the individual's professional growth.

(4) Confer, if needed, with the individual's supervisor/sponsor. Telephonic conference with the supervisor/sponsor is authorized to preclude any travel expenses.

e. Career Program Employees/Individuals. Persons in the ESRC career program within the occupational series of GS-0808-Architecture at the intern (GS-0808-5/9) and intermediate (GS-0808-11/12) levels are encouraged to participate in the training and development plan for architects. The career program employee/individual is the prime beneficiary of the plan. To gain the greatest benefit from application, the individual should pursue it as a cooperative arrangement with USACE. The individual should recognize that a commitment of time apart from normal working hours is often necessary to ensure that office assignments and due dates are maintained while training is being acquired. Individuals must also understand that specific areas of training is being acquired. Individuals must also understand that specific areas of training may not always be available at a specific time or even at the current location where the individual is employed. Specific responsibilities, in addition to those listed in AR 690-950, include the following:

(1) Select an advisor who can make a long-term commitment to his/her professional growth (if his/her state registration board an advisor, if the individual desires to have an advisor).

(2) Schedule and meet with his/her advisor at least every four months. While the individual's immediate supervisor, may, or may not, allow an appropriate amount of time for the individual to meet with his/her advisor during normal working hours, travel expenses are not authorized to attend meeting with an advisor. The individual should keep this in mind when selecting an advisor.

(3) Utilize supplementary education resources.

(4) Select state they will be seeking registration from and coordinate specific training or other requirements with that registration board.

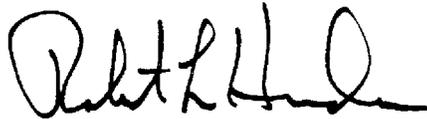
8 Jun 1991

(5) Prepare employment verification/training reports (on forms acceptable to their state registration board) every four months until all training requirements are satisfied. Individuals with NCARB/Intern-architect Development Program Council records must submit reports to the Council office on 1 January, 1 May, and 1 September.

7. Training and Professional Development Requirements. Individual development plans for intern and intermediate level architects should be developed to satisfy the training requirements at Appendix B through on-the job, developmental, and rotational assignments. Obviously, the requirements of the individual's development plan should coincide with the mission and workload requirements of USACE. Specific areas of training may not be available to individuals when or where individuals wants.

8. Supplementary Education. Supplementary education serves two primary functions, i.e., to expand upon knowledge, skills and abilities acquired through training, and to keep abreast of new information affecting architectural practice. Formal training is not designed to substitute for training required at Appendix B, but rather to supplement day-to-day experience. Supplementary education sources are listed at Appendix C. The courses listed are not intended to be required, nor is the Government obligated to allow an individual to take all of the courses.

FOR THE COMMANDER:



ROBERT L. HERNDON
Colonel, Corps of Engineers
Chief of Staff

3 Appendices

APP A - References and Additional Resources

APP B - Training Requirements

APP C - Supplementary Education