

NAVFACINST 1520.8D
SEABEE(A1)
14 JAN 1998

NAVFAC INSTRUCTION 1520.8D

From: Commander, Naval Facilities Engineering Command

Subj: CIVIL ENGINEER CORPS INTERN ARCHITECT DEVELOPMENT PROGRAM

Encl: (1) Duties of Professional Sponsor
(2) Role of the Professional Adviser
(3) Requesting Letter Format

1. Purpose. To establish eligibility, qualification, and application procedures for submission of requests for the Civil Engineer Corps Intern Architect Development Program (IADP).

2. Cancellation: NAVFACINST 1520.8C of 12 April 1989.

3. Background. The Commander, Naval Facilities Engineering Command (NAVFACENGCOM)/Chief of Civil Engineers, is firmly committed to the professional registration of all CEC officers, as architects or engineers, through education, experience, and examination. For architects, education and examination typically present no unusual registration problems; however, practical experience is normally required under the direct supervision of a licensed architect for a defined period.

4. Scope of IADP

a. IADP is a two-phase plan designed to assist CEC officers trained in architecture in achieving their full professional potential. The phases need not follow any particular sequence, but should occur within the first eight years of commissioned service.

1) Phase One involves an assignment either within an Engineering Field Division (EFD) or at another activity that is in line with the career development of the officer. Typically, this will be a ROICC assignment designed to enhance the experience level before the registration examination is taken.

2) Phase Two assigns the Intern Architect to the architectural branch of an EFD under the supervision of a registered architect sponsor for up to eighteen months. Up to three IADP billets per year will be filled.

b. IADP principals include the Intern Architect Development Program Coordinator, the Professional Sponsor, the Professional Adviser, and the Officer Intern Architect.

(1) The Intern Architect Development Program Coordinator shall be a Lieutenant Commander (or senior) CEC officer who is a registered architect.

(2) The Professional Sponsor shall be a registered architect to whom the intern reports during the training period. Duties and responsibilities are outlined in enclosure (1).

(3) The Professional Adviser shall be a NCARB certified registered architect. The role of the professional advisor is identified in enclosure (2).

(4) The Officer Intern Architect is a CEC officer, a candidate for architectural registration, and the principal beneficiary of the program.

c. Eligibility. Officers with two years commissioned service by 30 June of the year in which the selection board convenes are eligible for consideration through submission of enclosure (3). Officers not selected may reapply for consideration.

d. Service Requirement. CEC officers pursuing registered architect status are highly encouraged during their first tour to establish an experience record with the National Council of Architectural Registration Board (NCARB). The NCARB, on behalf of the state desired for registration, can verify the amount of experience needed before examination. The officer may then apply for IADP when eligible. All officers assigned to the IADP shall serve on active duty for a period of two times the length Phase Two training. The obligation shall be calculated month for month and served concurrent with any other obligated service at the completion of Phase Two.

e. Selection Procedure. Officers requesting admission into the IADP program shall be screened yearly by a panel which will complete selections by the end of March. The screening panel shall include the Program Coordinator and at least two other members. All members shall be CEC officers, of the rank of Lieutenant or above, and registered engineers or architects. Selection for the program shall be based on professional performance, academic qualifications, initiative, and standing within the architectural registration process.

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5. Action. CEC officers desiring consideration for this program shall submit a letter request in accordance with enclosure (3) not later than 1 March. Further information may be obtained by writing Program Coordinator, Intern-Architect Development Program, c/o Commander, Naval Facilities Engineering Command (Attn: SEABEE(A1)), 200 Stovall Street, Alexandria, Virginia 22332-2300.

B. D. NEAL
Director of Seabees and
Contingency Engineering

Distribution:
Non-registered CEC Architects

DUTIES OF PROFESSIONAL SPONSOR

1. The Professional Sponsor, generally an Architect in the EFD Design Division, provides guidance to the Intern Architect and encourages the acquisition of skills necessary for becoming a productive designer and competent architect.

2. Professional Sponsor:

a. Ensures maximum opportunities for the Intern Architect to gain exposure in all phases of practice and encourages attendance at seminars, lectures, meetings, and other supplementary education activities.

b. Suggests opportunities for the Intern Architect to demonstrate expanding abilities. Encourages design development of a project through Computer Aided Design (CAD) tools.

c. Meets regularly and frequently with the Intern Architect to review activities and progress and meets quarterly with the Intern-Architect to review and verify the Intern Architect's documentation of all internship activities. Refer to "NCARB IDP Training Guidelines" for record-keeping procedures suggested for all IADP program participants and required for those also participating in the NCARB Intern Development Program (IDP) program.

d. Confers periodically with the Intern Architect's Adviser about progress being made.

e. Attends meetings scheduled by the American Institute of Architects (AIA) for Professional Sponsors to disseminate ideas and methods about the Sponsor's role and provide an opportunity for Sponsors to exchange information.

Enclosure (1)

ROLE OF PROFESSIONAL ADVISER

1. The Professional Adviser provides the Intern Architect with a personal evaluation of internship progress. The Professional Adviser is a registered architect, outside the Intern-Architect's Engineering Field Division (EFD), to whom the Intern Architect may go for advice, either in individual sessions (in person or by telephone) or in group sessions.

2. Professional Advisor:

a. Meets at least quarterly with the Intern Architect to review progress, to suggest various professional development opportunities, and to acknowledge the Intern Architect's quarterly documentation of all internship activities.

b. Meets periodically with the Sponsor to discuss the Intern-Architect's progress, opportunities for acquiring new exposures, and the advisability of assigning new responsibilities. In this regard, it is important that the Professional Advisor have a thorough knowledge of the "NCARB IDP Training Guidelines" and current state registration requirements.

c. Attends workshops on effective guidance techniques for Advisers and exchanges ideas with other Advisers.

REQUESTING LETTER (FORMAT)

From: (Individual)
To: Commander, Naval Facilities Engineering Command
(SEABEE(A1)), 200 Stovall Street, Alexandria, VA
22332-2300
Via: (Parent Command)
Subj: OFFICER INTERN ARCHITECT DEVELOPMENT PROGRAM
Ref: (a) NAVFACINST 1520.8D

1. Per reference (a), I request to be considered for selection to the Civil Engineer Corps Intern Architect Development Program (IADP).
2. The following information is applicable:
 - a. Undergraduate school/degree awarded/GPA/year graduated. (Ensure that copy of transcript is in microfiche).
 - b. Desired state of registration.
 - c. Progress to date toward registration. Describe NCARB experience file with remaining requirements.