

Work Processes Schedule

ILLUSTRATOR (PROFESSIONAL & KINDRED)

RAPIDS: 0240N

O*NET/SOC: 27-1013.00

REVISION DATE: 06/2015

Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 4691

USCG None

USN MC

Related Instruction

Any trade related schools/courses totaling 576 hours.

Additional Requirement

MOS 4691 must also have completed Basic Multimedia Illustrator DD-1719-0014. MC - Must have NEC 8193 in addition to MC A school.

Total Hours: **8000**

Skill	Description	Hours
A	GENERAL ADMINISTRATION Maintain files, logs, and records. Prepare work requests and reports. Use picture morgue. Write correspondence.	150
B	TECHNICAL ADMINISTRATION Maintain publications, instructions, and directives.	100
C	SAFETY Follow safety procedures and guidelines as required.	100
D	SECURITY Handle classified materials in accordance with company standards and procedures. Maintain classified material inventories as appropriate.	100
E	LOGISTICS Inventory material and equipment, requisition supplies and equipment, and perform equipment survey.	100
F	FINANCIAL CONTROL Maintain OPTAR reports. Prepare cost estimates for projects to be performed.	50

G	<p>PLANNING AND ESTIMATING</p> <p>Use layouts, sketches of proposed illustrations, and materials. Determine style, technique, and medium best suited to produce desired effects and conform with reproduction requirements or specific instructions regarding these variables. Formulate concept and render illustration and detail from models, sketches, memory, and imagination. Discuss with supervisors illustrations at various stages of completion and make changes as necessary. Select type, draw lettering, lay out material, or perform related duties. Estimate time and materials needed for a job. Plan and schedule workload.</p>	150
H	<p>MECHANICAL MAINTENANCE</p> <p>Perform operator maintenance on graphics, reproduction, and audiovisual presentation equipment. Perform minor repairs and parts replacement on graphics, reproduction, and audio-visual presentation equipment.</p>	150
I	<p>USE BASIC DRAFTING AND ILLUSTRATOR EQUIPMENT</p> <p>Draw or paint illustrations for use by various media to explain or adorn printed or spoken word. Use special tools such as; compasses, dividers, protractors, knives, paper cutters, T-squares, parallel bars, adjustable triangles, straight-edge, curves, templates, and scales.</p>	600
J	<p>LETTERING (MECHANICAL AND PHOTO CHEMICAL)</p> <p>Draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo, and other visual layouts. Prepare freehand single-stroke commercial gothic lettering. Prepare freehand Roman, text, script, and contemporary lettering. Design plaques, logos, letterheads, and book covers.</p>	1500
K	<p>DESIGN AND PREPARE ART COPY FOR REPRODUCTION</p> <p>Design and prepare 35-mm slides and TV-graphics. Design and prepare view graphs, charts, and graphs. Prepare technical illustrations. Use copy cameras to reproduce artwork.</p>	1500
L	<p>CONSTRUCT BACKGROUND FOR CARTOON FIGURES</p> <p>Draw cartoon figures. Draw freehand sketches.</p>	1500
M	<p>USE AIRBRUSH</p> <p>Use airbrush to design and prepare illustrations. Prepare and print silk screen. Proofread art copy.</p>	1200
N	<p>OPERATE GRAPHIC SHOP REPRODUCTION MACHINES</p> <p>Operate audiovisual equipment.</p>	300
	<p>CAD EQUIPMENT OPERATIONS</p>	

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Operate computer-aided design (CAD) system and peripheral equipment to resize or modify or to generate computer tape of artwork for use in producing mask plates used in manufacturing integrated circuits or other electronic components. Review work orders and procedural manuals to determine critical dimensions of design. Calculate figures to convert design dimension to resizing dimensions specified for subsequent processes using conversion chart and calculator. Locate files relating to specified design projection data base library and load program into computer. Enter specified commands into computer using keyboard to retrieve design information from files and display design on CAD equipment display screen. Type commands on keyboard to enter resizing specifications into computer. Confer with engineering and design staff to determine design modifications and enter editing information into computer. Key in specified information using keyboard connected to on-line or off-line peripheral equipment (plotter) to produce graphic representations (hard copy) of design for review and approval by engineering and design staff. Enter specified information into computer to generate computer tape of approved design.

500