OVERLAY INSTRUCTIONS (updated 02 November, 2005)

1. Make sure that ALL the Training Areas you will be using are requested and approved through RFMSS with the appropriate training event (Hike, Convoy etc..) followed by "Overlay Pending".

IF YOUR TRAINING AREAS ARE NOT ALREADY SCHEDULED YOUR OVERLAY WILL BE DISAPPROVED

SUBMITTING AN OVERLAY IS NOT A SUBSTITUTE FOR REQUESTING TRAINING AREAS

2. Open the electronic map that came with these instructions
3. Use the "Zoom in Tool" (magnifying lens) to zoom in as close as you can and still see all of the areas that you will be using . Wait a few seconds for the map to re-focus.
4. Use the "Snapshot Tool" (camera) and make a square that includes your entire area. This will automatically copy this picture to your clipboard.
5. Paste your copied picture on the "Overlay Form" that came with these instructions.
    a. Open the "Overlay Form"
    b. Left click you mouse in the middle of the form.
    c. Press Ctrl P
6. Expand the Map by pulling on one corner diagonally to fill as much of the area between the title and the information table on the bottom of the page as you can without going over the edges of the paper. DO NOT EXPAND THE MAP BY PULLING ON AN EDGE – YOU WILL CHANGE THE GRID SQUARES TO GRID RECTANGLES.
7. Both the horizontal and the vertical grid lines must be labeled. If your picture does not include at least one grid label on BOTH horizontal AND vertical grid lines then insert text boxes and label at least one of each by inserting a "Text Box" and typing in the correct grid.
    a. Click on "Text Box" (one of the icons on the bottom of the page)
    b. Insert the box in an area where it will not interfere with your route.
    c. Type in the correct numbers
    d. Make the "Fill Color" white and "Text Color" black
8. Click on the "AutoShapes" tab (if all options are not listed expand the list).
    a. Click on "Lines"
    b. Click on "Scribble"
9. Carefully mark your route on the map. While the line is still highlighted:
    a. Click on "Line Style" (three horizontal solid lines)
    b. Click on 4 ½ pt
    c. If your line is not black, make it black now
10. Use "Block Arrows" alongside your line to show the direction of movement.
    a. Click on "AutoShapes" tab (if all options are not listed expand the list).
    b. Click on "Block Arrows"
    c. Chose one the works for your overlay
    d. You can rotate these to match your direction of movement by using the "Free Rotate" tool.
    e. Make all arrows black.
11. Use "Call Outs" to label your start and end points and any checkpoints on your route, provide a six-digit grid for each.
    a. Click on "AutoShapes" tab (if all options are not listed expand the list)
    b. Click on "Call Outs"
    c. Chose the one in the top left
    d. Make sure that the "Fill Color" is white and font color is black.
12. Fill in ALL of the blanks at the bottom of the form.
13. Save your overlay.
14. Send your completed overlay via e-mail to pndl_otrangescheduling@usmc.mil . Title your e-mail as follows:
    a. Date of event (YYMMDD)
    b. Unit
    c. Type of event followed by "overlay"
    d. Example: 051215 3/5 convy overlay
15. After two days, check RFMSS to make sure that the training areas you requested are now approved and the training event is now followed by "Overlay Approved". If it is not, call Range Scheduling at 725-4219 or 725-3510.

YOUR OVERLAY SHOULD LOOK LIKE THE SAMPLE THAT CAME WITH THESE INSTRUCTIONS