

CROSS TRAINING SCHEDULE

2nd QTR 2021

This training will support the USMC Phase I migration to electronic records management. Participants will learn the functionality of the Command Records Operational Support Site (CROSS) in support of policy requirements to create/maintain a records management program and to categorize organization records.

Date	Time	Location
16-Mar	0900 – 1100 EST	Adobe Connect
30-Mar	0900 – 1100 EST	Adobe Connect
1-Apr	1300 – 1500 EST	Adobe Connect
13-Apr	0900 – 1100 EST	Adobe Connect
15-Apr	1300 – 1500 EST	Adobe Connect
27-Apr	0900 – 1100 EST	Adobe Connect
29-Apr	1300 – 1500 EST	Adobe Connect
11-May	0900 – 1100 EST	Adobe Connect
13-May	1300 – 1500 EST	Adobe Connect
25-May	0900 – 1100 EST	Adobe Connect
27-May	1300 – 1500 EST	Adobe Connect
8-Jun	0900 – 1100 EST	Adobe Connect
10-Jun	1300 – 1500 EST	Adobe Connect
22-Jun	0900 – 1100 EST	Adobe Connect
24-Jun	1300 – 1500 EST	Adobe Connect

- All trainings will occur virtually via webinar on a Tuesday or Thursday.
- OCONUS training can be supported separately from what is listed above
- Requests for a training date should be sent to:
payton.warner@hartwoodcg.com or smb_hqmc_rmoutreach@usmc.mil
- Participants will receive a confirmation email with access instructions prior to the training date.

Registration to CROSS prior to training is encouraged. For registration instructions, reference the “EIS HCS (formerly MCEITS) Account Request Guide” and the “CROSS End User Registration Guide” found on the HQMC ARDB site -

<https://www.hqmc.marines.mil/ar/Branches/Publishing-and-Logistics-Management/Records-Reports-Directives-and-Forms/>

A minimum of 8 participants are required to conduct each session. Provided the minimum threshold is not met, the session will be cancelled, and the participants will be rescheduled.