

CROSS TRAINING SCHEDULE

3RD / 4TH QTR 2020

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
10-Sept	1300 – 1500	Adobe Connect
22-Sept	0900 – 1100	Adobe Connect
24-Sept	1300 – 1500	Adobe Connect
6-Oct	0900 – 1100	Adobe Connect
8-Oct	1300 – 1500	Adobe Connect
20-Oct	0900 – 1100	Adobe Connect
22-Oct	1300 – 1500	Adobe Connect
3-Nov	0900 – 1100	Adobe Connect
5-Nov	1300 – 1500	Adobe Connect
17-Nov	0900 – 1100	Adobe Connect
19-Nov	1300 – 1500	Adobe Connect
1-Dec	0900 – 1100	Adobe Connect
3-Dec	1300 – 1500	Adobe Connect
15-Dec	0900 – 1100	Adobe Connect
17-Dec	1300 – 1500	Adobe Connect

- All trainings will occur virtually via webinar on a Tuesday or Thursday.
- Requests for a training date should be sent to: delashe.ctr@usmc.mil or leira.ortizvelez.ctr@usmc.mil
- Participants will receive a confirmation email with access instructions 2-3 days prior to the training date.

Registration to CROSS prior to training is encouraged. For registration instructions, reference the “**CROSS End User Registration Guide**” and the “**MCEITS Account Request 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 is required to conduct each session. Provided the minimum threshold is not met, the session will be cancelled, and the participants will be added to the next session date.