

# CROSS

## Command Records Operational Support Site

*Every Day. Every Marine. Every Record.*



KEY FEATURES

The Command Records Operational Support Site (CROSS) is a custom-built, SharePoint configuration designed to automate and standardize the following programmatic elements of United States Marine Corps (USMC) Records Management (RM):



Appointment Letters



Command File Plans



Capstone Billet Info



IGMC Checklist

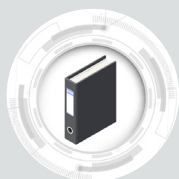


Internal Auditing



Standardized SOP Templates & Reporting

Think of CROSS as the turnover binder



of the 21st Century!

### HQMC

CROSS is a enterprise level solution that:

- Supports the USMC migration to electronic records management
- Identifies the type, format, and location of records across the USMC
- Improves information management (i.e., FOIA requests) and transparency
- Provides data for the justification of manpower and resources
- Standardizes program maintenance across the enterprise

### COMMANDs

CROSS is a command responsibility that allows Records Managers (RMs) to:

- View organizational structure at-a-glance
- Appoint and maintain a list of Staff Section Records Managers in real time
- Standardize RM processes across every section and subordinate unit
- Contact RMs and ARDB (Records, Reports, Directives, and Forms Management Section) in one, easy-to-access location
- Reduces administrative burden (that's more time to focus on the mission!)
- View program compliance status at-a-glance

## USMC RECORDS MANAGEMENT SUPPORT TOOLS

### CROSS



### PHASE I

Programmatic Management of Command RM

### SharePoint Online



### PHASE II

Records Repository

### PENDING



### PHASE III

Designated Long-Term Temporary and Permanent Records Repository

### NARA



### PHASE IV

Retirement/Permanent Archival of Records

## IMPORTANT RM LINKS

Command Records Operational Support Site  
[https://usmc.sharepoint-mil.us/sites/USMC\\_CROSS](https://usmc.sharepoint-mil.us/sites/USMC_CROSS)

ARDB Website:  
Records, Reports, Directives and Forms Management ([marines.mil](http://marines.mil))

# Our Mission

## SCOPE OF USMC RECORDS

Everyone handles records, regardless of their role and level of responsibility. CROSS enables RMs to consistently manage records in compliance with all Department of the Navy and National Archives and Records Administration regulations.



### Every Day

the Marine Corps generates hundreds of thousands of records. CROSS enables RMs throughout the Marine Corps to honor its legacy through the identification and preservation of records, both past and present.

### Every Marine

is responsible for the records they generate. CROSS enables users to embrace RM as its programmatic mandates transition to a 21st century electronic RM Solution.



### Every Record

created is a reflection of the Marine Corps. Through CROSS, we are committed to ensuring that all records are properly categorized under the appropriate record schedule. This promotes operational transparency as well as good faith in the management of records across the enterprise.

\* Estimated Totals

\*\* These numbers are approximate as of April 2022 and subject to change

### TESTIMONIALS

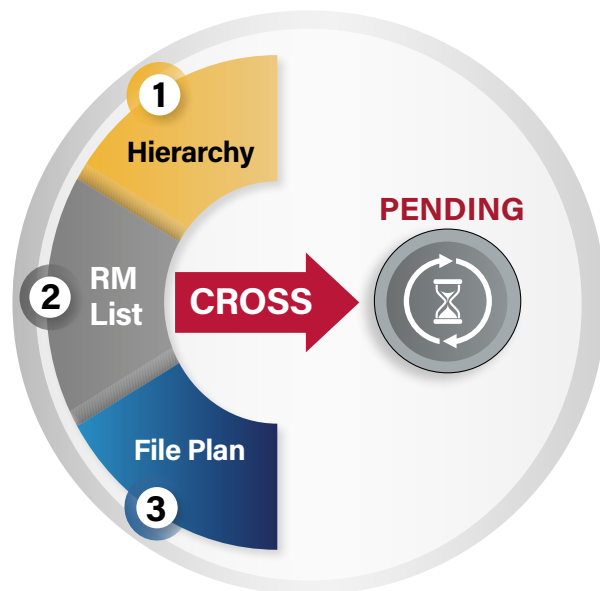
*"CROSS has greatly simplified Records Management responsibilities, making it far easier for the administrator in terms of effort and time."*

*"If you're not using CROSS, then you're working harder not smarter. CROSS is a GREAT tool to use to ensure you're on top of your records management program."*

- G-1 Administrative Chief

*The two foundational data elements of CROSS—the command/organizational hierarchy and file plan—will be directly exported to the future Electronic Records Management solution for immediate, automated configuration of a commands' Records Center.*

*For this reason, all USMC commands or command-equivalent civilian directorates (e.g., HQMC) must have a complete program in CROSS (Phase I) in order to be eligible for Phase II implementation.*



Related Quick Series: Commanders, Staff Section RMs, CDRMs, CROSS End User Guide

### GET IN TOUCH

ARDB Outreach Team  
smb\_hqmc\_rmoutreach@usmc.mil

RM Program Manager  
HQMCREC-MGR@usmc.mil



**RECORDS MANAGER  
OF THE MARINE CORPS**

Every Day. Every Marine. Every Record.



**HARTWOOD  
CONSULTING GROUP**