

CROSS TRAINING SCHEDULE

1st QTR FY 2024

This training supports the Marine Corps' Phase I migration to electronic records management. This course is intended to assist records managers with the functionalities of the Command Records Operational Support Site (CROSS), in order to properly create and maintain a records management program.

| Date | Time | Location |
|--------|-----------------------------------|-----------|
| 3-Oct | 0900 - 1100 EST | DOD Teams |
| 10-Oct | 1300 - 1500 EST | DOD Teams |
| 17-Oct | 2000 – 2200 EST (OCONUS Training) | DOD Teams |
| 7-Nov | 0900 - 1100 EST | DOD Teams |
| 14-Nov | 1300 - 1500 EST | DOD Teams |
| 21-Nov | 2000 – 2200 EST (OCONUS Training) | DOD Teams |
| 5-Dec | 0900 - 1100 EST | DOD Teams |
| 12-Dec | 1300 - 1500 EST | DOD Teams |
| 19-Dec | 2000 – 2200 EST (OCONUS Training) | DOD Teams |

- All trainings will occur virtually via webinar on a Tuesday or Thursday.
- To register for CROSS training, log into the [Training Registration Portal](#).
- For registration assistance, please refer to the TRP User guide on the [HQMC ARDB](#) site.
- DOD Teams invitations will be provided via email within 24 hours prior to the start of the class.
- If you have further questions, please contact: smb_hqmc_rmoutreach@usmc.mil

Registration to CROSS prior to training is encouraged. For CROSS registration instructions, reference the “**CROSS End User Registration Guide**” found on the [HQMC ARDB](#) site.

A minimum of 5 participants is required to conduct each session. Provided the minimum threshold is not met, the session will be cancelled, and the participants will be rescheduled.