



AUG 13 2015

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY OBSERVANCE OF CONSTITUTION DAY AND
CITIZENSHIP DAY

Ref: (a) Public Law 108-447 of 8 Dec 04

1. In accordance with reference (a), agencies shall provide training and education materials to all federal employees annually, and include training materials as part of each new employee's orientation for Constitution Day and Citizenship Day (CDCD).
2. The Department of the Navy (DON) will observe Constitution Day and Citizenship Day (CDCD) on 17 September 2015. Activities are encouraged to be creative and to hold observances unique to the Command, organization or activity. All civilian and military members of the DON are encouraged to participate in learning about CDCD and attend approved ceremonies and special programs. At the Activity Heads' discretion, contractors may be invited to partake in the events or observances. Additional information about Constitution Day and Citizenship Day can be found on the DON CHR Portal at <https://portal.secnv.navy.mil/orgs/MRA/DONHR/Training/Pages/CDCD.aspx>.
3. Discrete records of attendance are not required. However, activities should be able to report the positive actions taken to affirm that the statutory requirements have been met if requested.
4. Questions regarding Constitution Day and Citizenship Day may be directed to Mrs. Janet M. Evans at (202) 685-6493, DSN 325-6493 or CWDD@navy.mil.

A handwritten signature in cursive script, reading "Kimberly Y. Lane", is positioned above the typed name.

KIMBERLY Y. LANE
Director, Civilian Workforce
Development Division

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