

HRO BULLETIN

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DON OBSERVANCE OF CONSTITUTION DAY AND CITIZENSHIP DAY

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787.



Federal agencies observe Constitution Day/Citizenship Day on September 17 each year. In the spirit of this observance, all Navy civilian Appropriated Fund and military employees should take the Department of Defense U. S. Constitution course on September 16, 2011 (since the 17th falls on a Saturday). Training should be completed online using the Total Workforce Management Services (TWMS) system. The basic course takes only 15-20 minutes to complete. The training completion due date is September 30, 2011 for those employees who are unable to complete training on September 16, 2011.

Directions for completing training using TWMS Self-Service: Access the training link at: <https://twms.nmci.navy.mil/selfservice/>. If an outstanding training requirements pop-up appears on your screen, click on the Yes button. Then find/click on the Constitution Day Training link to begin the course. If the outstanding training requirements pop-up menu does not appear, find/click on the Online Training and Notices button located underneath the Tools/Actions Menu. If the Constitution Day Training link does not appear here, find/click on the Available Training link located underneath your position title. Scroll down and click on the course title to begin the course. If you need technical assistance, please contact the Total Workforce Management Services (TWMS) help desk at 1-888-264-4255, Option 3, and then Option 1.

Personnel who are unable to access the training using TWMS may go to the public DoD U.S. Constitution Day and Citizenship Day Website at <http://constitutionday.cpmc.osd.mil/> to complete the course. Course completion information should be provided to a designated training coordinator to record training in an automated system of record.

The purpose of this course is to help employees to increase awareness of major political events that necessitated the writing of the Constitution, to identify the basic concepts embodied in the constitution, and recall the direct link that DoD employees have with the constitution.