

U.S. ARMY PUBLISHING DIRECTORATE

User's Guide for Principal Official Guidance Issuances

March 14, 2013

This document provides instructions on how to submit HQDA Principal Official Guidance issuances for posting to and for searching issuances on the APD website.

Introduction

The repository of Headquarters, Department of the Army (HQDA) Principal Official Guidance (POG) is designed to make issuances signed at the Department of the Army senior level widely available to Department of the Army (DA) personnel in one location.

This archive is provided for use by *all* Department of the Army personnel and contains information on issuances such as Department of the Army appointments, realignments, and delegations of authority; as well as guidance on Department of the Army programs, initiatives, and special observances. This archive does not duplicate Departmental policy published in Army Directives, DA General Orders, or Army Regulations in the Army Electronic Library. Nor is this repository designed to be a distribution vehicle for HQDA Principal Official Guidance issuances.

This repository is accessible to anyone with a Government Common Access Card; therefore, issuances for a limited audience or issuances that are considered "sensitive in nature" should be reviewed by the respective Principal Official and/or their staff, and approved by the Principal Official Executive Officer (XO) before asking APD to post the issuance to this site.

HQDA Principal Official XOs retain approval authority for issuances that are submitted for posting. Requests for issuance posting will be routed through the appropriate Principal Official XO before submission to APD for posting. Requests for posting issuances submitted outside of normal channels will be forwarded to the appropriate Principal Official XO for a determination.

Posting the guidance on the APD website is not intended to take the place of general distribution.

Questions on posting of POG issuances should be directed to usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil

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Submission of Principal Official Guidance Issuances

The HQDA Proponent will submit an email with the attached publication to the POG mailbox (usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil) with the following information:

1. Title of Document
2. Signator(s) of document
3. Date of document
4. Priority of action (normal/high)
5. Coordination of the Principal Official XO

APD will store the document in the Army Electronic Library (i.e., website) within 3 working days for normal priority. Actions with high priority items will be processed immediately.

Retrieving an Issuance:

- 1) Open the APD Website Home Page.

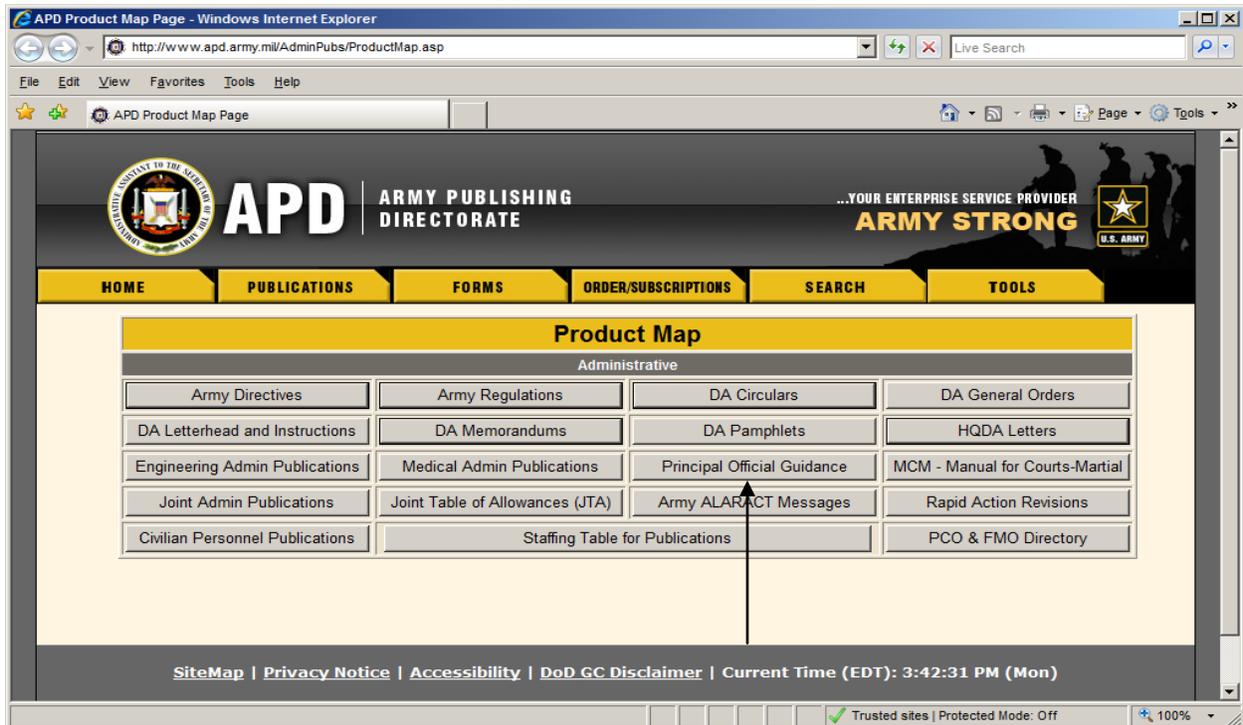


Figure 1. APD Website Home Page

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2) Click on the button labeled “Principal Official Guidance.” This action will open a second page.

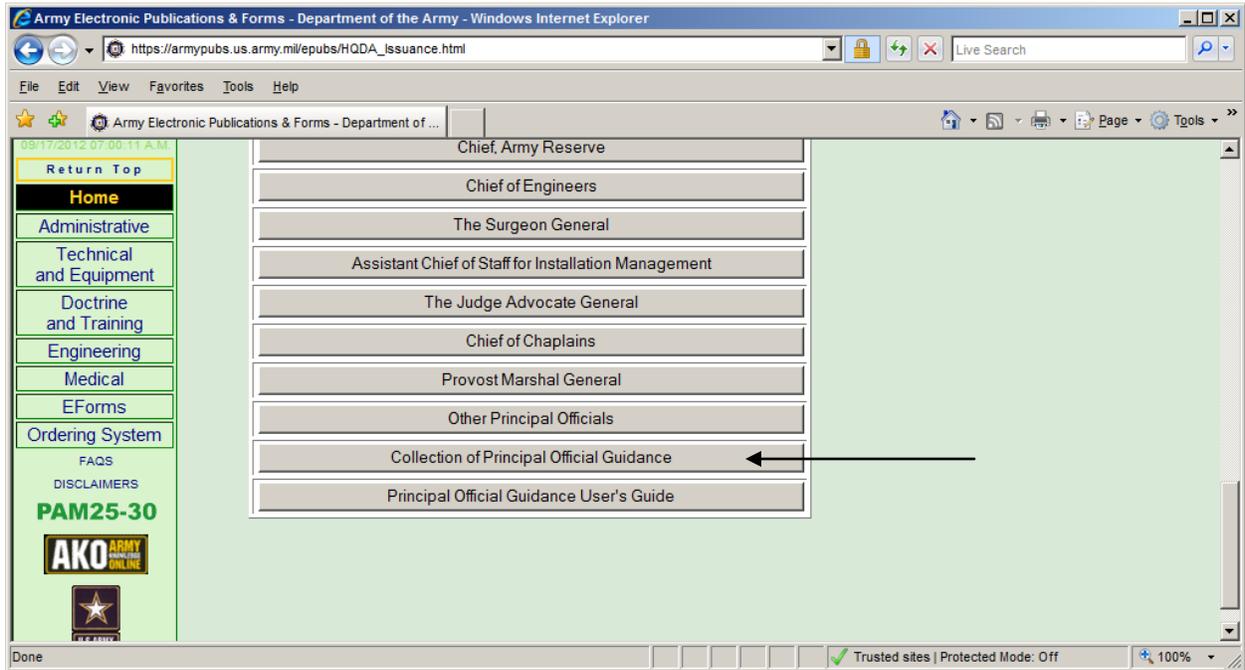


Figure 2. Principal Official Guidance Page

3) From this page you can select the appropriate Principal Official from those listed or select “Collection of Principal Official Guidance” for access to all the issuances.

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4) This action will open a page with the total current issuances listed. Clicking on "PDF" will open the requested issuance.

Active_Collection			
Title	PubDate	Signator	PDF
African American/Black History Month "At the Crossroads of Freedom and Equality: The Emancipation Proclamation and the March on Washington"	2/1/2013	SMA/CSA/SA	PDF
Ending the Direct Ground Combat Exclusion Rule for Female Soldiers	1/31/2013	SMA/CSA/SA	PDF
Installations, Energy, and Environment Fiscal Year (FY) 2013 Budget Guidance	1/23/2013	ASA (IE&E)	PDF
Rescission of Policy Memorandum on Training Requirements for Permanent Issue of the Army Staff Identification Badge and Army Staff Lapel Pin	1/22/2013	AASA	PDF
Nominations for the 51st Annual Pace Award for Calendar Year 2012	1/22/2013	AASA	PDF
Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel	1/22/2013	ASA (M&RA)	PDF
Training Requirements Applicable to Personnel Employed by or Serving in Army Child Development Centers	1/18/2013	SA	PDF
Standardized Army Security Training Products	1/18/2013	DCS, G-2	PDF
Risk Mitigation in the Face of Fiscal Uncertainty	1/16/2013	SA/CSA	PDF
Fiscal Planning Guidance for Budgetary Uncertainty	1/16/2013	ASA (FMC)	PDF
Congressional Activities and Contacts with Members of Congress	1/14/2013	SA	PDF

Figure 3. Active Principal Official Guidance Page

5) If two or more Principal Officials have signed an issuance, the issuance will be posted under each Principal Official's individual page.

6) For questions/feedback/help please send an email to: (usarmy.pentagon.hqda-apd.mbx.apd-pogs-and-alaracts@mail.mil).