

HSO SPOTLIGHT No. 018-2007: New HQFMSP Appendix Format

What is the issue:	Conversion from MS Excel to MS Access
Why do we need this?:	Move from Paper to Electronic Records
Who is impacted?:	All DOE Headquarters Security Officers
What does the HSO need to do?:	Log-on to the HQFMSP Appendix Database and Input Element-Specific Security Information

The Headquarters Facilities Master Security Plan (HQFMSP) directs each Element to complete its respective organizational HQFMSP Appendix. Changes that impact the security status of an organization's program should be updated as applicable. The new electronic format has simplified the maintenance of your Element's Appendix.

Benefits of the Database:

1. Simplifies data entry and maintenance.
2. Eliminates the submission of the entire Appendix for minor changes.
3. Real-time access.

Logon Instructions are available below.

Thank you for your continued support in making DOE Headquarters a safe and secure place in which to work. If you have any questions, please Ed Szymanski e-mail me at edmund.szymanski@hq.doe.gov or phone 301-903-9990.

- [HQFMSP Appendix Database Report Manual](#)
- [HQFMSP Appendix Database User Manual](#)
- [Inside the Firewall logon Instructions to the Appendix Database](#)
- [VPN Instructions to the Appendix Database](#)