



HSO SPOTLIGHT No. 05-2011: Release of the June 2011 Headquarters Facilities Master Security Plan (HQFMSP)

What is the issue?	Announce the publication of the latest version of the HQFMSP
Why do we need this?	To inform all Headquarters Security Officers (HSOs) of the availability of the new HQFMSP
Who is impacted?	All Headquarters employees and visitors
What does the HSO need to do?	Be aware of the issuance of the new HQFMSP and how to access it

NOTICE: The information in all *HSO Spotlights* applies only at Department of Energy (DOE) Headquarters facilities in the Washington, DC area. They are not intended to apply at DOE field sites, which may have entirely different local procedures.

A new version of the HQFMSP has been published and released and is effective immediately. The HQFMSP describes the security policies and procedures in effect at all DOE Headquarters facilities. It does not establish any new security requirements; it only explains how Headquarters employees can comply with the requirements established by various laws, Executive Orders, DOE Orders, and other directives. The new version is available electronically at this web address: <http://www.hss.doe.gov/hqsecop/hqfmisp/>. There are no plans to issue the new HQFMSP as a paper document.

Unlike previous versions of the HQFMSP, the new HQFMSP does not contain any sensitive information; therefore, it can be accessed freely via the worldwide web. HSOs and other users will no longer be required to have special permissions or passwords to view the HQFMSP. The new version has been analyzed by responsible Subject Matter

Experts and the Headquarters Operations Security Working Group to ensure it contains no sensitive information and is publically releasable. This ease of access should benefit DOE Headquarters employees and visitors located outside of the Washington, DC area.

The new HQFMSP also has a “find” feature that will allow each Chapter and Section to be searched for a particular word or phrase. In the future, software upgrades will allow the entire HQFMSP to be searched for a particular word or phrase.

The new HQFMSP will be reviewed periodically and updated as needed to reflect changes in Headquarters policies and procedures. These reviews will occur at least once every 6 months.

HSO Program Manager Comment: It is highly recommended that all HSOs bookmark the web address of the new HQFMSP so it can be quickly located.

If there are any questions about this *HSO Spotlight* or the new HQFMSP, please contact Wayne Berkebile, the HSO Program Manager, at (301) 903-1163.