



**OFFICE OF INFORMATION SERVICES**

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**CIO DIRECTIVE 09-01**

**DATE:** May 27, 2009

**TO:** CMS Centers and Office Directors Consortia Administrators

**FROM:** Julie Boughn /s/  
CMS Chief Information Officer (CIO) &  
Director, Office of Information Services (OIS)

**SUBJECT:** CIO Directive 09-01 - Use of personally owned equipment with CMS Laptops --  
**INFORMATION**

**Background**

The current CMS refresh for 2009 incorporates laptop computers as its primary component. As part of the CMS commitment to providing the capability for a mobile workforce environment, CMS users will be able to take CMS laptops home and to other travel destinations. This added capability introduces new requirements that CMS must address in order to assure the most robust user functionality. These requirements cover personally owned equipment such as printers, air cards, cables, routers, etc.

**Purpose**

The purpose of this directive is to define and implement guidelines for users with CMS laptops when connected to personally owned equipment. The reference governing acceptable use of personally owned equipment is: [HHS IRM Policy 2004-002.001](#), (Section 4.8.3).

**Guidelines**

For the purposes of this directive the following personally owned equipment is identified for use on CMS laptops:

- Air Cards that are compatible for use on CMS laptops
- Printers (wired)
- Scanners (wired)
- Routers (wired and wireless)
- Mice and trackballs (wired and wireless, bluetooth is not permitted)
- Assistive technology such as Braille printers
- Miscellaneous cables for support of above equipment

The following personally owned equipment is not allowed for connection to CMS laptops:

- \*Wireless printers (Will not work using VPN and have major security risks)  
\*Most wireless printers are able to have a direct wired connection if needed
- Miscellaneous wireless and all bluetooth devices such as keyboards.

This directive gives explicit permission for authorized CMS users to connect the above referenced personally owned equipment to CMS owned laptops for the purposes of conducting agency business. All other IT security related policies still apply.

This directive does not supersede any requirements of government law, rule, or regulation.

If you have any questions or require additional information, please contact:

Charlie Wittig

Division of Customer Liaison & Support Services at [charles.wittig@cms.hhs.gov](mailto:charles.wittig@cms.hhs.gov)

410-786-1039.

Thank you in advance for your prompt attention.