Subject: CMS Things to Know for the Week of September 23, 2025
Date: Tuesday, September 23, 2025 at 5:05:22 AM Pacific Daylight Time
From: Centers for Medicare & Medicaid Services <cmslists@subscriptions.cms.hhs.gov>
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CMS Things to Know on CMSnet   September 23, 2025

Things to Know

CMSlife

Mandatory Training, General Announcements, Baltimore Announcements, Upcoming Events, Technology, Training & Learning

Mandatory Training

Check out the Mandatory Training page for LMS links, requirements, due dates, and contact information. You must use Google Chrome to complete mandatory training.

Action by December 31: Mandatory 2025 CMS Internal Controls & You Training

All CMS employees must complete the CMS 2025 Internal Controls and You Training by December 31, 2025.

Action by December 31: Mandatory Ethics Training

All CMS employees must complete Annual Ethics Training by December 31, 2025.

You don't need to complete the training if you're a:

- Special Government Employee
- Federal Advisory Board member
- Intern

- New employee who took the online Initial Ethics Orientation within the last 90 days
- Non-career SES

Questions? Email your Ethics Administrator.

📢 General Announcements

2025 Senior Executive Service (SES) Induction & CMS Honor Awards Program, Photos & Video

Be sure to visit the 2025 CMS Honor Awards page, check out the awards program and photos, and watch the video of the event. Congratulations to the new SES members and the 2025 awardees!

Contracting Officer's Representative (COR) Waiver Process

CMS is implementing the COR waiver process. It streamlines and clarifies the circumstances in which a waiver may be granted for COR certification requirements. See the FAC-COR Waiver instructions for details about eligibility, procedures, and points of contact.

We'll provide additional guidance and resources to ensure that all relevant stakeholders understand the new process.

Materials From the Vetting & Credentialing (V&C) Update

Be sure to review the materials from the September 11 V&C Update and more information under Additional Resources on the Vetting & Credentialing Information for CORs page. The meeting covered:

- The newly implemented CIO Directive 25-03
- The V&C process including considerations for managers, CMS employees, and Contracting Officer's Representatives (CORs)
- New requirements for onboarding new contractors and other upcoming activities
- Helpful tools, training materials, and support resources to ensure compliance with existing CMS policies, processes, and protocols

🏫 Baltimore Announcements

Join Us for the CMS Market on September 25

Image is white text on a light blue background. Image shows 8 vendors in booths, two people sitting on a bench and text: CMS Market, September 25, 11 a.m. - 2 p.m., Featuring produce from local farmers, various food vendors, an array of wellness vendors, and more! Located in front of the North Building.

Check out the CMS Market on Thursday, September 25, 11 a.m. to 2 p.m., in front of the North Building. The market will feature produce from local farmers, food vendors, wellness vendors, and more. Prior Supervisory approval is required.

Effective October 1: Micro Markets Won't Accept Cash Payments

Starting October 1, the Cafeteria Micro market and N1 Micro market (Mr. Ray's) will no longer accept cash payments. You will only be able to use credit/debit cards or mobile payment options. **Important:** Don't leave cash on the counters at the micro markets. It's not an acceptable payment method.

MyEDC Conference & Training Rooms Page

Visit Reserving MyEDC Conference Rooms to learn how to reserve and host a meeting in the MyEDC Conference & Training (C-Suite) rooms.

📅 Upcoming Events

CMS Acquisition Lifecycle Modernization (CALM) Sprint System Demo

Join us for the CALM Sprint System Demo (24.2). The CALM team will cover:

- Future CALM system updates on the CALM ART (Agile Release Train)
- Enhancements/features
- Q&A

Tue, Sep 23, 1–2 p.m. ET, [Zoom link](#)

We sent a meeting invitation to all CALM users. Prior Supervisory approval is required.

CMS All Clinicians Call with Dr. Oz

All CMS clinicians are invited to join Dr. Dora Hughes and Dr. Shari Ling for a CMS All Clinicians Call with CMS Administrator, Dr. Mehmet Oz.

We'll introduce the CMS clinician community to Dr. Oz, who will share his background as a physician and how his clinical expertise drives his work as CMS Administrator.

CMS All Clinicians Calls bring clinicians across the agency together to collaborate, network, and mentor with one another.

Tue, Sep 30, 4–4:30 p.m. ET, virtual meeting

See the broadcast appointment for meeting information.

Prior Supervisory approval is required.

💻 Technology

Snack-n-Share: AI Prompt Engineering

Join us for the next Color 360 Snack-n-Share: AI Prompt Engineering, the Art of

Join us for the next Cyber360 Snack-n-Share on *AI Prompt Engineering—the Art of Communicating Effectively with AI Tools*. James Garrett (OIT) will cover:

- How to use prompt engineering to improve productivity, accuracy, and results
- Tips for writing effective prompts
- CMS use cases and common pitfalls
- Live examples and Q&A

Wed, Sep 24, 12–12:30 p.m. ET, registration link

For questions or reasonable accommodations, email CMS ISPG Trainers. Prior Supervisory approval is required.

Copilot & CMS Chat Training

The Copilot and CMS Chat Training will cover:

- Overview of Copilot and CMS Chat
- How to use the AI tools to be more productive, streamline your workflow, save time on routine tasks, and enhance your work quality
- Best practices for prompt writing to get better results
- Real-world use cases and practical applications for your daily work
- How to choose the right AI tool for different tasks and scenarios

Mon, Sep 29, 1–2 p.m., CMS Baltimore room C-114 or virtual

Microsoft Teams
Join the meeting now
Meeting ID: 245 205 784 490 7
Passcode: dx273H48

Dial in by phone
+1 347-343-2644,,504394546# United States, New York City
(888) 588-2610,,504394546# United States (Toll-free)
Phone conference ID: 504 394 546#

Prior Supervisory approval is required.

How to Access Copilot

Access Copilot through any M365 applications or via an icon on CMS PC desktops

Access Copilot through any M365 applications or via an icon on CMS PC desktops. CMS Chat is available in the Shortcuts folder on CMS PCs, and in Self Service on Macs.

Which Tool Should I Use?

- Here's a guide to decide which one to use at CMS.
- Use Copilot for in-app content creation that requires less context.
- Use CMS Chat for complex tasks that benefit from CMS knowledge.

Additional M365 application learning resources include:

- Latest News for specific training dates.
- Desktop Application Training for your team or project group.
- CMSConnect IT Hub and the Microsoft Copilot article for self-guided resources.

Questions? Visit Virtual Tech Central, Monday – Friday, 8 a.m.–5 p.m. ET, for live support, or contact the CMS IT Service Desk at 1-800-562-1963 or 410-786-2580.

New Microsoft 365 (M365) Copilot Community in Microsoft (MS) Teams
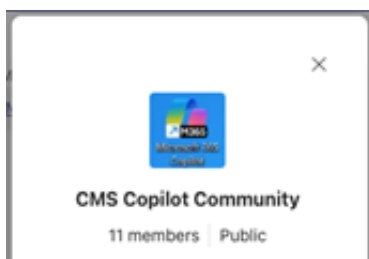
We launched the CMS Copilot Community in MS Teams, so employees can learn about M365 Copilot by asking each other questions and sharing ideas.
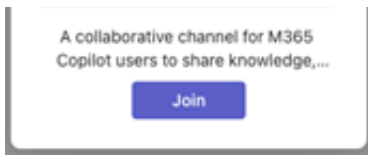
What You'll Find

- A General | CMS Copilot Community | Microsoft Teams channel for announcements and resources
- Tool-specific channels for targeted conversations about Copilot within M365 apps like Word, Excel, Outlook, PowerPoint, Teams, and SharePoint.

Getting Started

1. Join the channel
2. A pop-up will appear that says, "CMS Copilot Community." Click Join.

CMS Copilot Community
11 members   Public

Image shows M365 icon. Text says, CMS Copilot Community, 11 members, Public, A collaborative channel for M365 Copilot users to share knowledge, purple box

A collaborative channel for M365
Copilot users to share knowledge,...

Join

for M365 Copilot users to share knowledge, purple box
says, Join.

3. The channel will open in a new Teams window and will appear at the bottom of the "Teams and Channels" list located in the left-hand navigation pane in Teams.

4. The tool-specific channels can be accessed by the links provided in the "General" channel, or by clicking "See all channels" under the CMS Copilot Community list in the left-hand navigation pane.

Changes to Enterprise Jira, Enterprise Confluence & Enterprise GitHub Log in

After business hours on October 3, CMS will upgrade how you log in to Enterprise Jira, Enterprise Confluence, and Enterprise GitHub. Here are the details:

- We're transitioning from miniOrange to the CMS Identity Management (IDM) platform
- It will be easier and more secure for you to log in
- You'll have the same access, with fewer login interruptions
- You'll have PIV authentication support
- Your data, tickets, dashboards, filters, comments, and permissions won't change

What you need to do:

- If you're new to IDM, download and follow these instructions to set up your Multi-Factor Authentication

- If you already use IDM (e.g. Zscaler users), you'll automatically redirect to the new login page and won't need to take action

Questions? Contact our support team at Agile Tools Support Portal, by email, or Slack.

Zoom Decommission, Zoom Recordings Guidance & MS Teams Conference Rooms

Zoom will be completely decommissioned on November 1.

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Zoom Recordings

- After Zoom is decommissioned, you won't be able to access Zoom recordings and links to those recordings will be inactive.
- To retain any Zoom recordings, you must download and save them to OneDrive before November 1. After you save the recordings, you can share them securely with OneDrive links.
- View step-by-step instructions on CMSConnect.

MS Teams in Conference Rooms

- When you schedule meetings in conference rooms, be sure to invite the conference room so it appears on the room's calendar and connects to your MS Teams meeting. View step-by-step instructions on CMSConnect.

Training Resources

- Virtual Tech Central offers live training sessions on Microsoft Teams.
- Check the Latest News for the training schedule.
- Add sessions to your Outlook calendar as reminders.

Questions? Visit Virtual Tech Central, Monday – Friday, 8 a.m.–5 p.m. ET, or contact the CMS IT Service Desk at 1-800-562-1963 or 410-786-2580.

📖 Training & Learning

Virtual Microsoft Excel Training

Select the course title for more information. Prior Supervisory approval is required.

If you're interested in participating in these trainings and use assistive technologies, email OIT training.

Microsoft Excel Beginner
Tue, Oct 21, 9 a.m.–4 p.m.

Microsoft Excel Intermediate
Wed, Oct 29, 9 a.m.–4 p.m.

Microsoft Excel Advanced
Thu, Nov 6, 9 a.m.–4 p.m.

Accessible Meetings Training

Accessible meetings benefit everyone and help ensure all attendees can participate fully. Select the class title for more information. Prior Supervisory approval is required.

>   Part 3: Run an Accessible Meeting
>   Thu, Sep 25, 1–2 p.m.

Questions? Contact CMS Accessibility.

Section 508 Training

Select the class title for more information.

Section 508 Training

>   PowerPoint Workshop (offering 00286486)
>   Wed, Sep 24, 2–3 p.m.

Prior Supervisory approval is required.

Acquisition Training

Visit the Acquisition Training page and the CMS Acquisition Lifecycle Modernization (CALM) Training page for more information. Prior Supervisory approval is required.

>   Fundamentals of Project and Program Management (FPM 131)
>   Mon, Sep 29 – Fri, Oct 3, 8:30 a.m.–4:30 p.m.

>   Fundamentals of Contracting (FPM 132)
>   Mon, Oct 6 – Wed, Oct 8, 8:30 a.m.–4:30 p.m.

>   Independent Government Cost Estimate (IGCE) Acquisition Development Workshop (ADW)
>   Thu, Oct 16, 8:30 a.m.–12:30 p.m.

Applications in Business Cost and Financial Management (FPM 233)
Mon, Oct 20 – Wed, Oct 22, 8:30 a.m.–4:30 p.m.

Conducting Successful Negotiations in Contracting (ADW)
Tue, Oct 21, 8:30 a.m.–12:30 p.m.

Successful Contract Management Workshop (ADW)
Thu, Oct 23, 8:30 a.m.–12:30 p.m.

Technical Evaluation Panel (TEP) Winning Strategies (ADW)
Tue, Oct 28, 8:30 a.m.–12:30 p.m.

Understanding the Contractor Perspective: A Key to Stronger Acquisitions and Contract Management Workshop (ADW)
Thu, Oct 30, 8:30 a.m.–12:30 p.m.

Contracting Soup to Nuts: End-to-End Acquisition Process Workshop (ADW)
Tue, Nov 4, 8:30 a.m.–12:30 p.m.

Advanced Statement of Objective/Work (ADW)
Thu, Nov 6, 8:30 a.m.–12:30 p.m.

Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) Training

COR Level II: Contracting Officer's Representative Level II (FCR 201)
Mon, Oct 27 – Fri, Oct 31, 8:30 a.m.–4:30 p.m.

CMS Workforce Resilience (WR) Curriculum Upcoming Offerings

Workforce Resilience is a continuous learning program for CMS employees. The program delivers instructor-led, interactive, and practical learning experiences in topics like artificial intelligence and machine learning, business agility, cloud computing, cyber-hygiene, human-centered design, leadership, and product management. Prior Supervisory approval is required.

Business Agility Workshops

Agile Exploration Series (AES): Understanding Program Increment (PI) Planning (CLP: 1.5)

(CLP: 1.5)
Thu, Oct 2, 10–11:30 a.m. ET

[What is the Business Agility Framework? (Previously part of Agile Mindset)](#)
(CLP: 1.0)
Thu, Oct 2, 12–1 p.m. ET
Learn how the Business Agility Framework helps teams adapt faster, improve collaboration, and stay resilient through shifting priorities.

Cybersecurity Essentials Workshops

[Awareness of Basic Cybersecurity Concepts](#) (CLP: 1.0)
Thu, Oct 16, 9:30–10:30 a.m. ET
We'll cover:

- The risks and protection strategies for cloud environments
- How to identify and mitigate vulnerabilities

[Awareness of Cybersecurity Threats](#) (CLP: 1.0)
Thu, Oct 16, 10:30–11:30 a.m. ET
We'll cover:

- Real-world threats, including phishing, malware, and social engineering
- How to recognize and respond to common cybersecurity threats

Human-Centered Design Workshops

[Strategies for Developing and Applying Customer Personas](#) (CLP: 1.5)
Thu, Oct 9, 9:30–11 a.m. ET
Best for those with basic persona knowledge. We'll use real-world examples and hands-on activities to:

- Scope personas for complex audiences and apply them in policy, agile, and strategy work
- Deepen your skills and make personas more impactful at CMS

[Building Personas Using Data-Informed Techniques](#) (CLP: 2.0)
Wed, Oct 15, 10 a.m.–12 p.m. ET
Best for those ready to apply their persona knowledge. In this hands-on workshop, you'll:

- Use sample data to identify customer groupings, build a persona, and plan for evolving needs
- Gain confidence to lead or support persona development at CMS

Questions? Email the Workforce Resilience team

Questions? Email the Workforce Resilience team.

CMS Virtual Library Training & Resources

The CMS Virtual Library offers training, resources, references, and services you can use to support your legal, medical, and policy research.

Check out the September, October, and November training schedules. Prior Supervisory approval is required.

Things to Know is a weekly, essential broadcast for all CMS Employees. You can also access CMS Things to Know on the CMSnet.