



CDSE | STUDENT HANDBOOK



Contact Information

CDSE FRONT DESK: (410) 689.1290

CDSE WEBSITE: www.cdse.edu

DCSA WEBSITE: www.dcsa.mil

CDSE Operational Line 410.689.7725

As we prepare for inclement weather, the Center for Development of Security Excellence's top priority is your safety. CDSE will use the Operational Line to post the status of any weather related events.

Weather Conditions are posted by 0500 am each day with one of the following designations:

- **CDSE Facility is closed:** students are not to report.
- **Delayed arrival:** students are not allowed in the facility until the designated time (this is to allow the management company sufficient time to clean the parking lots and sidewalks).

The facility core hours are 0800 - 1630 and all delays are based on the core opening time of 0800 hrs.

Check the operational line for updates before departure; building status may change from delays to closure.



Accessibility

CDSE is committed to the full inclusion of students with disabilities. CDSE demonstrates its commitment to accessibility by providing assistive technology, alternative media, and reasonable accommodations.

Any students requiring special accommodations must contact their agency training manager and complete, as well as send, the reasonable accommodation request form to CDSE at least 60 days prior to the class start date. Every reasonable effort to accommodate students with special needs will be made when the need is identified within the required time frame.

CDSE provides accommodations that include, but are not limited to, the following:

- Training facilities to accommodate special needs
- Large-print materials are available as needed
- Course materials prior to class as needed

If you need an accommodation, submit a request to dcsa.cdseaccessibility@mail.mil.



Welcome Message



Welcome to the Center for Development of Security Excellence (CDSE). We encourage you to take advantage of all the training, education, and certification resources available through the CDSE.

Be assured that our program managers, instructors, educators, and support staff are committed to providing the security community with products and services that facilitate enhancement, development, and collaboration. Best wishes for your success in your professional growth.

Very respectfully,

A handwritten signature in black ink, reading "Kevin J. Jones". The signature is written in a cursive style with a long, sweeping tail.

Kevin J. Jones
Director, CDSE

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Story and Mission



About Defense Counterintelligence and Security Agency

Contributing to National Security

The Defense Counterintelligence and Security Agency (DCSA) is an agency of the Department of Defense (DoD) located in Quantico, Virginia with field offices throughout the United States. The Under Secretary of Defense for Intelligence provides authority, direction, and control over DCSA. DCSA provides the military services, Defense agencies, 24 Federal agencies, and approximately 13,500 cleared contractor facilities with security support services.

DCSA contributes to national security by serving as an interface between the government and cleared industry. DCSA administers and implements the defense portion of the National Industrial Security Program pursuant to Executive Order 12829. DCSA Industrial Security personnel provide oversight and assistance to cleared contractor facilities and assist management and Facility Security Officers in ensuring the protection of U.S. and foreign classified information. DCSA also facilitates classified shipments between the United States and foreign countries and implements foreign ownership, control, and influence countermeasures.

DCSA Mission

On behalf of the DoD and other U.S. Government Departments and Agencies, DCSA supports national security and the warfighter through our security oversight and education missions. DCSA oversees the protection of U.S. and foreign classified information and technologies in the hands of industry under the National Industrial Security Program (NISP) and serves as the functional manager for the DoD security professional development program. We provide security education, training, and professional development services as the functional manager for the DoD security professional development program, and for other U.S. Government personnel and contractor employees, and representatives for foreign governments, as required.

DCSA Vision

Guardians of our Nation's assets - ensuring trust, countering threats and vulnerabilities, and advancing delivery of uncompromised technology.



CDSE

About Center for Development of Security Excellence

CDSE Location

The CDSE Directorate is located in Linthicum, Maryland, and oversees the missions of Security Education, Training, and Certification.

CDSE Mission

Provide the DoD with a security center of excellence for the professionalization of the security community and be the premiere provider of security education and training for the DoD and industry under the National Industrial Security Program (NISP). The CDSE provides development, delivery, and exchange of security knowledge to ensure a high-performing workforce capable of addressing our Nation's security challenges.

CDSE Vision

To be the premier provider and center of excellence for security education, training, and certification for the DoD and industry under the NISP.

Purpose of this Handbook

This Student Handbook serves as a resource to students who participate in CDSE instructor-led training. The goal is to ensure all parties are fully cognizant of the policies and expectations CDSE has established for their training.

Students are expected to prepare for, enroll in, and attend instructor-led training in accordance with CDSE's training enrollment requirements. All students shall conduct themselves and treat others in a professional and courteous manner at all times during the training event.



Programs and Administration

The CDSE offers credit recommendations for certain Education and Training courses through its affiliation with the American Council on Education's College Credit Recommendation Service (ACE CREDIT).

About Education Program

The CDSE Education Program offers advanced courses and certificates designed with the goal of expanding theoretical security knowledge for future DoD leaders. The courses are:

- delivered in a virtual instructor-led format, allowing two-way communication between the subject matter experts and student;
- open only to U.S. military members and government employees worldwide;
- tuition-free, except for the cost of textbooks.

Certificates

- Risk Management
- Security Leadership
- Security Management
- Security Generalist
- Systems and Operations

For additional information about the Education program, visit: <https://www.cdse.edu/education>

About Training Program

The CDSE Training Program embraces the training challenges facing the DoD security community and our industry partners in the 21st century. There are over 300 courses and performance support tools offered through a variety of modes. CDSE courses and products continuously meet the needs of our target population and are streamlined to the performance requirements and busy schedules of the contemporary learner.

Courses and products are available across functional areas and through instructor-led training, eLearning, podcasts, shorts, videos, webinars, resources, and job aids.

Disciplines

- Counterintelligence
- Cybersecurity
- Industrial Security
- Information Security
- Insider Threat
- Operations Security

About Certification Program

The CDSE Certification Program includes the Security Professional Education Development (SPeD) Certification Program which provides a pathway to a successful and rewarding career in the DoD security workforce. The SPeD Certification Program ensures a common set of competencies exist among security practitioners which promotes interoperability, facilitates professional development and training, and develops a workforce of certified security professionals.

The SPeD Certification Program offers seven certification, six of which are nationally accredited by the National Commission for Certifying Agencies (NCCA), and one credential.

Certifications

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Physical Security Certification (PSC)
- Special Program Security Certification (SPSC)
- Industrial Security Oversight Certification (ISOC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

About Office of the Registrar

The Office of the Registrar supports the CDSE Education and Training programs and oversees the Security Training, Education, and Professionalization Portal (STEPP) administrative processes.

STEPP

The Security Training, Education, and Professionalization Portal (STEPP) is the system of record for student enrollment and completion of training and education courses. In order to enroll in a course within STEPP, the student must establish a profile completing all required information to include identifying their supervisor.

STEPP Home Page

A student can locate their active enrollment request for any course either in the *Registration Request* section or in the *Course Overview* section on their student homepage in STEPP.

Registration Status

| REGISTRATION STATUS | DEFINITION | NEXT STEPS |
|---------------------|---|--|
| Pending | Your registration request has been received | Monitor your email and STEPP dashboard for status update |
| Action Required | You have action that needs to be completed | Complete the actions as stated on the course page |
| Registered | You are registered for the class | Monitor your email for further information about the class |
| Wait List | You have been placed on a wait list due to the seating capacity | No further action required, you will be automatically registered if a seat becomes available |
| Canceled | Your registration for the class has been canceled | No further action required |
| Denied | Your registration for the class has been denied | Refer to the email notification for denial reason |

NOTE: Receipt of a "Pending" email does NOT mean "Registered." Ensure you have received a "Registered" email confirmation before finalizing travel and lodging arrangements.

Approval Policy

Approval is determined by Target Audience as listed in the course description, eligibility, and class capacity. Approvals for most courses are on a first come, first served basis, unless otherwise specified in the course description. Students must notify the Registrar's office immediately if they no longer meet the eligibility requirements to attend the course.

Attendance Policy

Students are expected to attend all scheduled class sessions on time and should contact the course instructor as soon as possible regarding absences from the class. Absences without notification will result in a course incompleteness or failure.

General Information

DIRECTIONS TO CDSE

The Center for Development of Security Excellence is located at 938 Elkridge Landing Road, Linthicum, MD 21090.

From Washington DC/Northern VA:

- Take I-95 North to Route 295 North (Baltimore-Washington Parkway).
- Proceed approximately 20 miles
- Take the W. Nursery Road exit.
- Bear right at the light at the end of the ramp onto W. Nursery Road. Remain in the right lane.
- Turn right at the third light onto Winterson Road.
- Turn left at the next light onto Elkridge Landing Road.
- Take the very next right into the parking areas. CDSE is ahead on the right. The number 928 is on the upper left front corner of the building.
- The Student Parking lot is the third right after turning off of Elkridge Landing Road.

From Baltimore:

- Take I-95 North to I-695 East.
- Take I-695 East to Route 295 South (Baltimore-Washington Parkway).
- Take the W. Nursery Road exit.
- Turn left at the light at the end of the ramp onto W. Nursery Road.
- Turn right at the fourth light onto Winterson Road.
- Take the very next right into the parking areas. CDSE is ahead on the right. The number 928 is on the upper left front corner of the building.
- The Student Parking lot is the third right after turning off of Elkridge Landing Road.

From Baltimore Washington International (BWI) Thurgood Marshall Airport:

- CDSE is a 5 to 10 minute drive from BWI Airport.
- Follow Elm Road from the airport; turn right on Terminal Road; cross Rt. 170 (Airport Loop).
- Turn left at the light onto Elkridge Landing Road.
- Turn left off Elkridge Landing Road into the parking areas just before the light at Winterson Road. (*This left is just past the SpringHill Suites by Marriott Hotel on the right*).
- Take the very next right into the parking areas. CDSE is ahead on the right. The number 928 is on the upper left front corner of the building.
- The Student Parking lot is the third right after turning off of Elkridge Landing Road.

From the BWI Car Rental Facility (*located at 7432 New Ridge Road, Hanover, MD 21076*)

- Drive northeast on New Ridge Road from the facility.
- Turn right onto Stoney Run Road.
- Take the 1st right and remain right onto Route 170 North / Aviation Boulevard.
- Go about 1.7 miles and turn left at the light from Terminal Road.
- Immediately turn left at the next light at Elkridge Landing Road.
- Go about 1.7 miles and turn left off Elkridge Landing Road into the parking areas just before the light at Winterson Road. (*This is just past the SpringHill Suites by Marriott Hotel on the right.*)
- Take the very next right into the parking areas. CDSE is ahead on the right. The number 928 is on the upper left front corner of the building.
- The Student Parking lot is the third right after turning off of Elkridge Landing Road.

Please refer to the Student Parking Map on page 11.

PARKING

Park in designated student parking areas. CDSE shares parking lots with tenants of other buildings and parking in an inappropriate area can result in your vehicle being towed. Refer to the Parking map on page 11.

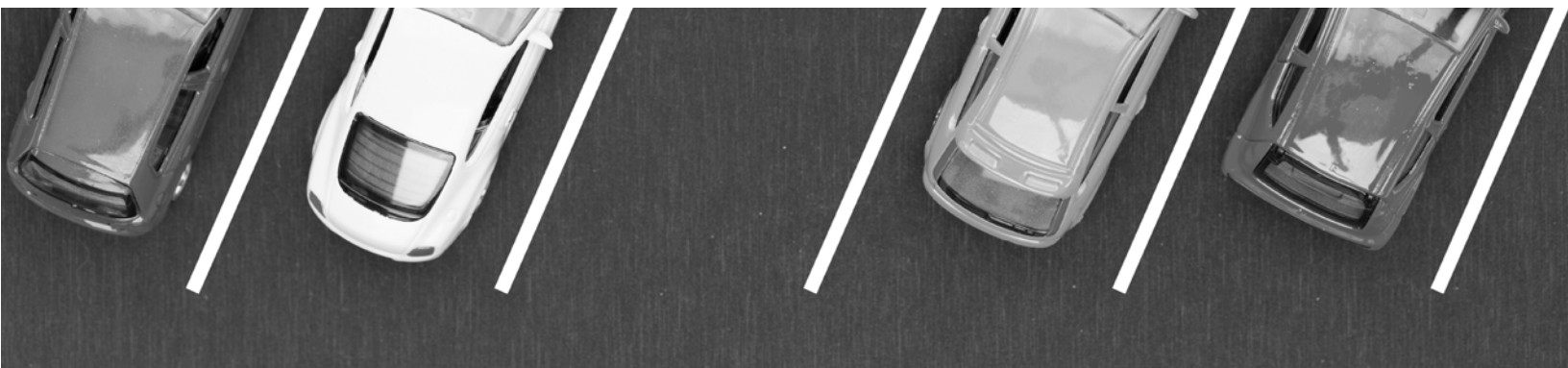
CDSE Student Parking Lot

After turning into the parking areas off of Elkridge Landing Road, the designated Student Parking Lot is located at the third parking lot entrance on your right. Student Parking signs are posted at the entrance.

Overflow Parking Lot *(also for students)*

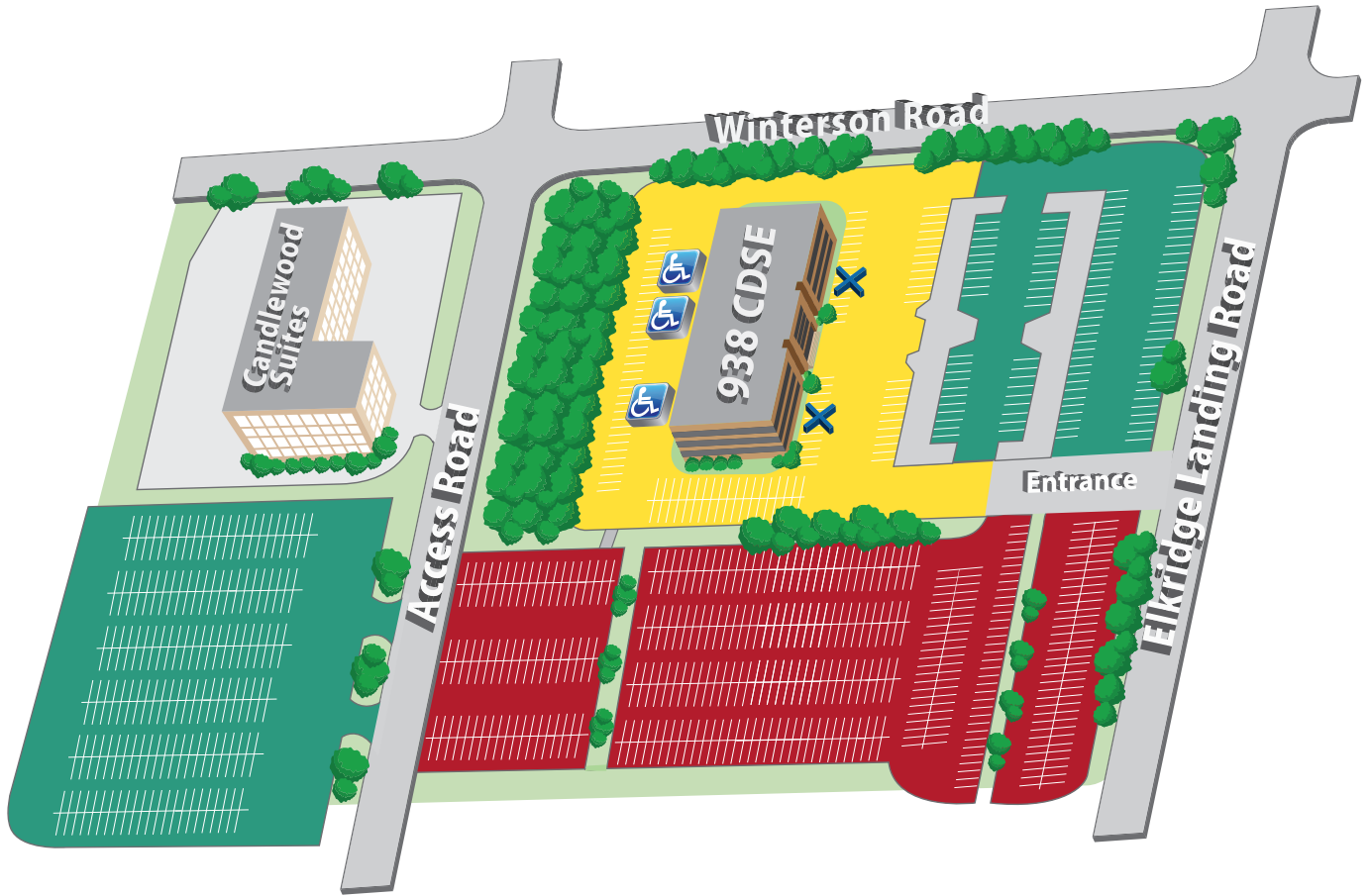
- From Elkridge Landing Road, turn left onto Winterson Road and continue past the first parking lot entrance by the CDSE building.
- Turn left into the Candlewood Suites entrance.
- Follow the signs to Overflow Parking and park.
- Walk from the Overflow Lot to the sidewalk heading back to the buildings closest to Winterson Road. CDSE is the first building at the end of this sidewalk. Enter through the front door.
~or~
- Walk on Winterson Road from the Candlewood Suites entrance on the first building on the right. Enter through the front door.

Please refer to the Student Parking Map on page 11. Student parking is shaded *green*.








CDSE PARKING MAP

938 ELKRIDGE LANDING ROAD, LINTHICUM, MD 21090



KEY

-  Reserved Parking
-  Student Parking
-  Handicapped Parking
-  Employee Parking
-  No Parking Permitted

Dress Code

The CDSE standard for dress and appearance is business casual. Khaki slacks and polo shirts are acceptable. Apparel such as tank tops, shorts, sweat suits, tennis shoes, or jeans are not acceptable. Civilian attire is preferred for military personnel. Remember to bring a jacket as our heating and cooling system is temperamental.

Building Hours

Students can enter the building at any time between 0730 and 1700. Enter from the front of the building and have a photo ID in hand for check-in on the first day of class. Classes end at approximately 1700.

Arrival/In-Processing

Photo identification (i.e., driver's license or passport) is required for entry to the facility. Please arrive 15 to 30 minutes early to check in at the front desk.

ID Badges

Badges for students, guests, and visitors are issued at the reception desk.

Internet Access

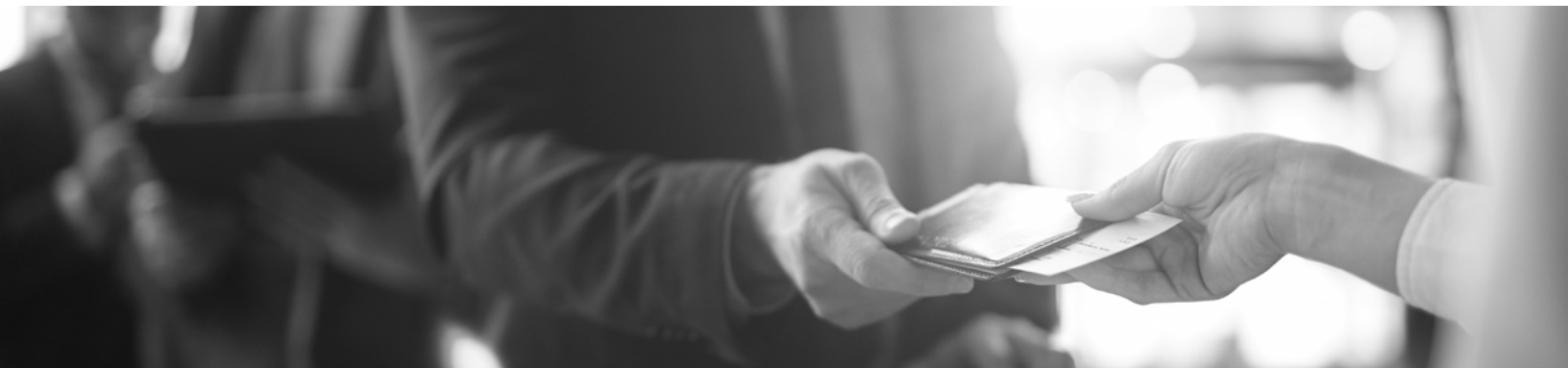
Computers are available for student access in the first floor break room. Password information is located at the computer stations. Please note that WiFi is not available in the building.

Smoking Areas

The only designated smoking area for the building is the outside break area with the picnic tables (on the Winterson Road end of the building).

Lost and Found

The reception desk in the CDSE lobby serves as the Lost and Found for the CDSE. Please contact the receptionist at (410) 689-1290 if something is lost or found.



Medical Problems / Emergencies

There are several first aid kits located throughout the CDSE building. A defibrillator is located at the Front Desk in the lobby. Students will fill out an emergency contact form in the classroom.

Comments / Concerns / Complaints

The CDSE wants students to be successful and enjoy their learning experiences. While attending any CDSE course, students are encouraged to share comments, concerns, complaints, or grievances directly with the course instructor. Should the concern involve an instructor, students should contact the CDSE at dss.ncr.dss-cdse.mbx.cdse-front-office@mail.mil.

If that process is pursued without satisfaction, students may write or call the Commission of the Council on Occupational Education, 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350, or call (770) 396.3898 or (800) 917.2081.

CDSE Amenities

The first floor Break Room offers ample seating, several microwaves, a refrigerator, vending machines with sodas and snacks, a television, and several telephones.

Local Service Information

HOTELS

- 1. Candlewood Suites Baltimore-Extended Stay**
1247 Winterson Road, Linthicum, MD
(410) 850.9214
- 2. Comfort Suites BWI Airport Linthicum Heights**
815 Elkridge Landing Road, Linthicum, MD
(410) 691.1000
- 3. Courtyard Baltimore BWI Airport**
1671 West Nursery Road, Linthicum, MD
(410) 859.8855
- 4. Embassy Suites Hotel Baltimore-BWI Airport**
1300 Concourse Drive, Linthicum, MD
(410) 850.0747
- 5. La Quinta Inn-Airport**
1734 West Nursery Road, Linthicum, MD
(410) 859.2333
- 6. Hampton Inn BWI Airport**
829 Elkridge Landing Road, Linthicum, MD
(443) 203.5156
- 7. Hilton Baltimore BWI Airport**
1739 West Nursery Road, Linthicum, MD
(410) 694.0808
- 8. Doubletree by Hilton Baltimore BWI Airport Hotel**
890 Elkridge Landing Road, Linthicum, MD
(410)859.8400
- 9. Homewood Suites by Hilton**
1181 Winterson Road, Linthicum, MD
(410) 681.6100
- 10. Hyatt Place Baltimore BWI Airport**
940 International Drive, Linthicum, MD
(410) 859.3366
- 11. Marriott - BWI Airport**
1743 West Nursery Road, Linthicum Heights, MD
(410) 859.8300
- 12. Microtel Inn and Suites - Baltimore Maryland**
1170 Winterson Road, Linthicum, MD
(410) 865.7500
- 13. Red Roof Inn**
827 Elkridge Landing Road, Linthicum, MD
(410) 850.7600
- 14. Residence Inn Baltimore BWI Airport**
1160 Winterson Road, Linthicum, MD
(410) 691.0255
- 15. Sheraton BWI Hotel**
1100 Old Elkridge Landing Road, Linthicum, MD
(443) 577.2100
- 16. SpringHill Suites Baltimore BWI Airport**
899 Elkridge Landing Road, Linthicum, MD
(410) 694.0555
- 17. Staybridge Suites BWI Extended Stay Hotel**
1301 Winterson Road, Linthicum, MD
(410) 850.5666
- 18. TownePlace Suites Baltimore BWI Airport**
1171 Winterson Road, Linthicum, MD
(410) 694.0060
- 19. Westin BWI Airport**
1110 Old Elkridge Landing Road, Linthicum, MD
(443) 577.2310

The list of local accommodations and restaurants is provided for informational purposes only and should not be considered an endorsement by CDSE of any of the establishments of the list.

RESTAURANTS

- 1. Adamm's Airport Deli**
891 Elkridge Landing Road, Linthicum, MD
(410) 850.4333
- 2. Bob Evans**
996 Corporate Boulevard, Linthicum, MD
(410) 684.2102
- 3. Chick-Fil-A**
1610 West Nursery Road, Linthicum, MD
(410) 859.2300
- 4. Chipotle**
1622 West Nursery Road, Linthicum, MD
(410) 850.8397
- 5. Dunkin Donuts**
1616 West Nursery Road, Suite A, Linthicum, MD
(410) 859.1021
- 6. Domino's Pizza**
506 S. Camp Meade Road, Linthicum, MD
(410) 674.3030
- 7. G&M Restaurant and Carryout**
804 Hammonds Ferry Road, Linthicum, MD
(410) 636.1777
- 8. Gateway Deli**
1302 Concourse Drive, Linthicum, MD
(410) 850.5084
- 9. Glory Days Grill**
1616 West Nursery Road, Linthicum, MD
(410) 960.4343
- 10. McDonald's**
778A Elkridge Landing Road, Linthicum, MD
(410) 859.8983
- 11. Ocean (Chinese)**
529 Camp Meade Road, Linthicum, MD
(410) 691.2222
- 12. Olive Grove**
705 N. Hammonds Ferry Road, Linthicum, MD
(410) 636.1385
- 13. Potbelly Sandwich Shop**
1622 West Nursery Road, Suite C, Linthicum, MD
(443) 270.9390
- 14. Quickway Hibachi**
1622 West Nursery Road, Suite B, Linthicum, MD
(410) 850.4889
- 15. Ruby Tuesday's**
950 International Drive, Linthicum, MD
(410) 694.0031
- 16. Season's Pizza**
810 Nursery Road, Linthicum, MD
(410) 609.1002
- 17. Starbucks**
1700 West Nursery Road, Linthicum, MD
(410) 859.1233
- 18. Subway**
529 S. Camp Meade Road, Linthicum, MD
(410) 859.2445
- 19. 700 South Gourmet Deli & Cafe**
1190 Winterson Road, Linthicum, MD
(410) 859.1701



BANKING

WELLS FARGO

721 N. Hammonds Ferry Road, Linthicum, MD
(410) 609.0368

BANK OF AMERICA

201 Benton Avenue #1, Linthicum, MD
(410) 859.0200

M&T Bank

801 Elkridge Landing Road, Linthicum, MD
(410) 850.4051

Healthcare / Hospital / Urgent Care

Baltimore/Washington Medical Center

301 Hospital Drive, Glen Burnie, MD
(410) 787.4000

Patient First

7116 Ritchie Highway, Glen Burnie, MD
(443) 577.0277

Saint Agnes Hospital

900 South Caton Avenue, Baltimore, MD 21229
(667) 234.6000

Pharmacies

CVS Pharmacy

7095 Baltimore Annapolis Boulevard, Glen Burnie, MD
(410) 859.3113

Rite Aid

7270 Montgomery Road, Elkridge, MD
(410) 796.3344

Saint Agnes Hospital

900 South Caton Avenue, Baltimore, MD 21229
(667) 234.6000

DENTAL

Michael J. Daclek, DDS

411 South Camp Meade Road, Linthicum, MD
(410) 850.0505

Post Office

U.S. Post Office

515 South Camp Meade Road, Linthicum, MD
(410) 859.9886

Laundry and Dry Cleaning

Linthicum Laundromat

521 South Camp Meade Road, Linthicum, MD
(410) 859.0310

Movie Theater

Hoyts West Nursery

1591 West Nursery Road, Linthicum, MD
(410) 850.8999

Local Attractions

<https://baltimore.org>

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 dcsa.cdseeducation@mail.mil

 dcsa.cdsetraining@mail.mil

 <https://twitter.com/TheCDSE>

 <https://www.facebook.com/TheCDSE/>

 <https://www.youtube.com/user/dsscdse>

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