



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 fluid and cursive, with a long horizontal stroke at the end.

Kevin J. Jones
Assistant Director,
Security Training

Table of Contents

Welcome	1	Contact Information	
	2	Accessibility	
	3	Welcome Message	
Story and Mission	5	About Defense Counterintelligence and Security Agency	
	6	About CDSE	
Programs and Administration	7	About Education Program	
	7	About Training Program	
	7	About Certification Program	
	8	About Office of the Registrar	
	8	Security Training, Education, Professionalization Portal (STEPP)	
	8	Registration Status	
	8	Approval Policy	
	8	Attendance Policy	
	General Information	9	Directions to CDSE
		10	Parking
11		Parking Map	
12		Dress Code	
12		Building Hours	
12		Arrival / In-Processing	
12		ID Badges	
12		Internet Access	
12		Smoking Areas	
12		Lost and Found	
13		Medical Problems / Emergencies	
13		Comments / Concerns / Complaints	
13		CDSE Amenities	
Local Services Information		14	Hotels
		15	Restaurants
	16	Other Services	
	16	Banking	
	16	Healthcare / Hospital / Urgent Care	
	16	Pharmacies	
	16	Dental	
	16	Post Office	
	16	Laundry and Dry Cleaning	
	16	Movie Theater	
16	Local Attractions		

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 and Security (USD(I&S)) provides authority, direction, and control over DCSA.

DCSA protects America's trusted workforce, trusted workspaces, and classified information. DCSA is the largest investigative service provider in the federal government supporting over 100 federal entities. The agency oversees 12,500 cleared facilities under the National Industrial Security Program. These two fundamental missions: personnel security and industrial security, are supported by counterintelligence and insider threat and security training. For over 50 years, our agency has used these missions to meet the threats of our nation's adversaries.

DCSA Mission

Through vetting, industry engagement, education, and counterintelligence and insider threat support, DCSA secures the trustworthiness of the United State Government's workforce, the integrity of its cleared contractor support, and the uncompromised nature of its technologies, services, and supply chains.

DCSA Vision

DCSA is America's Gatekeeper: Safeguarding the nation as the premier provider of integrated security services - national security is our mission, people are our greatest asset.



CDSE

About Center for Development of Security Excellence

CDSE Location

CDSE is located in Linthicum, Maryland, and Slippy Rock, Pennsylvania, 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 Linthicum 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 Post-Baccalaureate Certificates (PBCs) 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.

PBCs

- 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
- Personnel Security
- Physical Security
- Special Access Programs

About Certification Program

The Security Professional Education Development (SPeD) Certification Program 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 five certifications and four credentials which are nationally accredited by the National Commission for Certifying Agencies (NCCA).

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 Credential (ISOC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)
- Antiterrorism Credential (ATC)

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 actions that need 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 South 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 938 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 South to Route 295 South (Baltimore-Washington Parkway).
 - > There is a toll on I-95 South, North East of Baltimore City.
- 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 938 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 938 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 938 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.

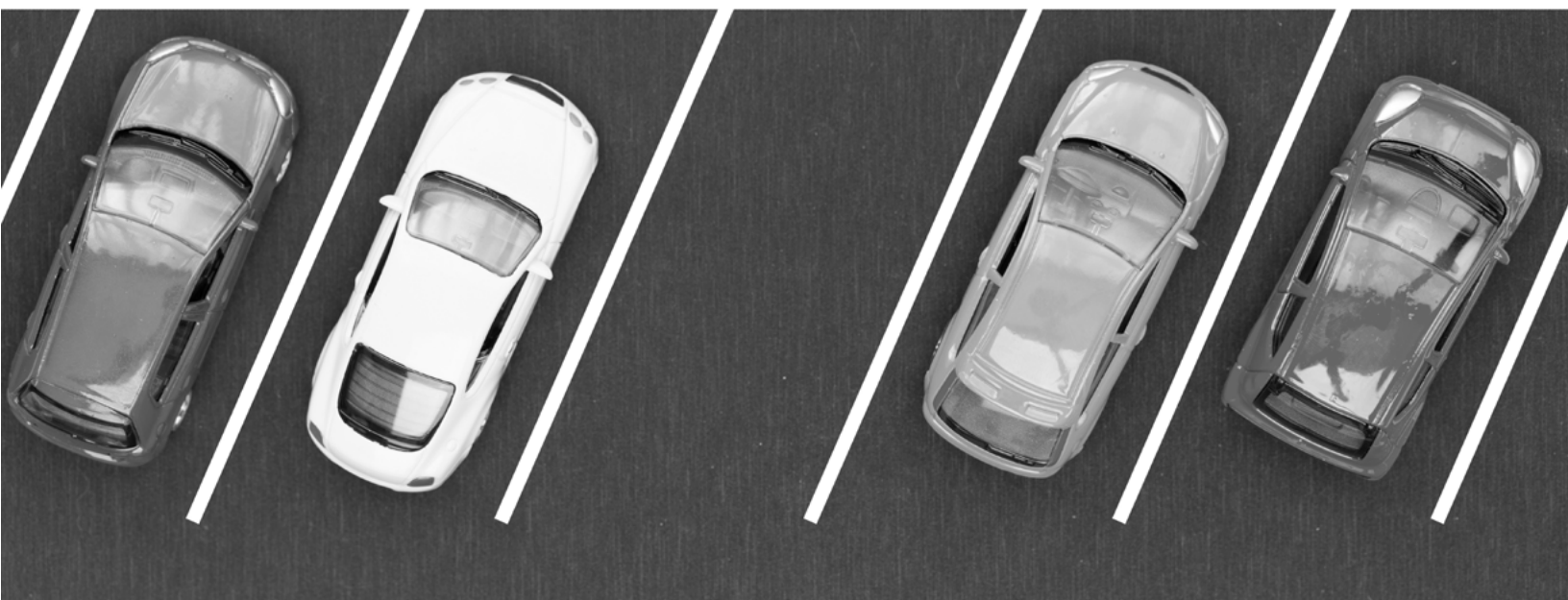
PARKING

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

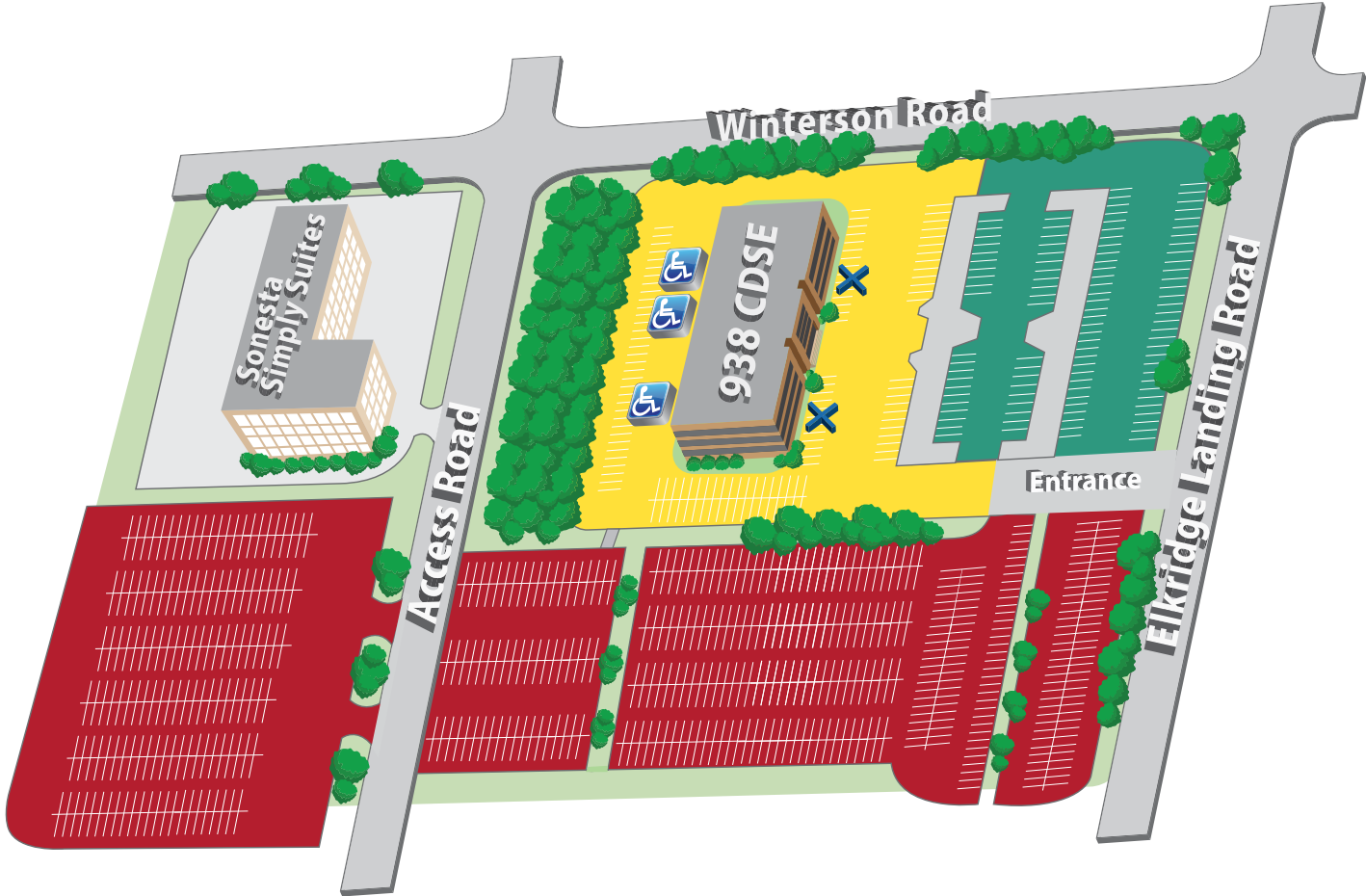
After turning into the parking areas off of Elkridge Landing Road, the designated Student Parking Lot is located at the third parking lot entrance on your right. Student Parking signs are posted at the entrance.

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

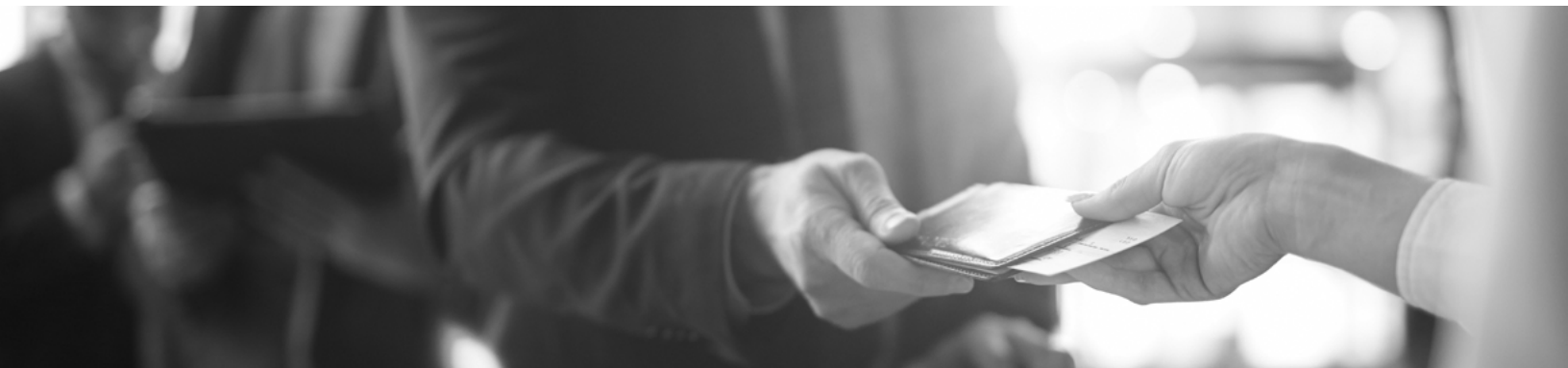
Computers are available for student access in the first floor break room. Password information is located at the computer stations. Please note that WiFi is not available in the building.

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 dcsa.ncr.dcsa-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. Sonesta Simply Suites**
1247 Winterson Road, Linthicum, MD
(410) 850.9214
- 2. Holiday Inn Baltimore BWI Airport**
815 Elkridge Landing Road, Linthicum, MD
(410) 691.1000
- 3. Courtyard by Marriott 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. Wingate by Wyndham BWI Airport**
829 Elkridge Landing Road, Linthicum, MD
(410) 850.0600
- 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) 449.4357
- 13. Red Roof PLUS+ BWI Airport**
827 Elkridge Landing Road, Linthicum, MD
(410) 401.4667
- 14. Sonesta ES Suites 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 on the list.

RESTAURANTS

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



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

Local Attractions

<https://baltimore.org>

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CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE

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Linthicum, MD
21090

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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>

 <https://www.linkedin.com/showcase/cdse>

LEARN. PERFORM. PROTECT.