



BJA
Bureau of Justice Assistance
U.S. Department of Justice

Denial of **F**ederal **B**enefits (**DFB**) and Defense **P**rocurement **F**raud **D**ebarment (**DPFD**) Programs

DFB-DPFD System USER GUIDE Judicial Participant Role

DFB Clearinghouse
1-866-288-4360
dfb@ojp.usdoj.gov

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1. Introduction

The DFB-DPFD System is a secure, role-based, on-line application that supports entry of cases meeting the statutory requirements for Denial of Federal benefits under the Denial of Federal Benefits (DFB) Program or the Defense Procurement Fraud Debarment (DPFD) Program. Offender information is transmitted regularly to the General Services Administration (GSA) for inclusion on the Debarment List searchable via the System for Award Management (SAM) located at <https://www.sam.gov>.



Effective **May 1st 2013**, all Federal and State Courts and US Attorney's Offices must submit their qualifying DFB and DPFD cases to the DFB Clearinghouse through the new DFB-DPFD System located at: <https://dfb.bja.ojp.gov>.

This User Guide provides detailed instructions on how Judicial Participants gain access to and use the DFB-DPFD System.

If you have questions about the DFB-DPFD System that this guide does not answer, please contact the DFB Help desk directly for assistance via phone at 1-866-288-4360 or via email at:

dfb@ojp.usdoj.gov.

2. Denial of Federal Benefits Program Overview

The DFB Program provides state and federal courts—as part of the sentencing process—with the ability to deny all or selected federal benefits to individuals who are convicted of drug trafficking or drug possession. The Denial of Federal Benefits sanction applies only to convictions that were made on or after September 1, 1989, for offenses that occurred on or after November 18, 1988. The DFB sanction can be imposed in combination with other sanctions, and courts have the option to deny all or some benefits and determine the length of the denial period based on the nature of the crime. When denial of benefits is part of a sentence, the sentencing court notifies the Bureau of Justice Assistance (BJA) DFB Clearinghouse, which in turn informs the GSA. GSA publishes the names of individuals who are denied benefits in the Lists of Parties Excluded from Federal Procurement or Non-Procurement Programs, which is commonly referred to as the Debarment List. Debarred individuals are searchable via the SAM website. The exclusion is categorized according to the specific cause (i.e., the statute violated and the treatment or exclusion).

Denial of Federal Benefits to Drug Traffickers

Any individual who is convicted of any state or federal offense consisting of the distribution of a controlled substance (as defined in the Controlled Substances Act (21 U.S.C. 802(6) et seq.) shall:

- a. At the discretion of the court, upon the first conviction for such an offense, be ineligible for any or all federal benefits for up to 5 years after such conviction.
- b. At the discretion of the court, upon a second conviction for such an offense, be ineligible for any or all federal benefits for up to 10 years after such conviction.
- c. Upon a third or subsequent conviction for such an offense, be permanently ineligible for all federal benefits. This provision is mandatory.

Denial of Federal Benefits to Drug Possessors

Any individual who is convicted of any state or federal offense involving the possession of a controlled substance (as defined in the Controlled Substances Act (21 U.S.C. 802(6) et seq.) shall:

- a. Upon the first conviction for such an offense and at the discretion of the court:
 - i. be ineligible for any or all federal benefits for up to 1 year,
 - ii. be required to complete successfully an approved drug treatment program that includes periodic testing to insure that the individual remains drug free,
 - iii. be required to perform appropriate community service, or
 - iv. any combination of the above clauses.
- b. Upon a second or subsequent conviction for such an offense, be ineligible for all federal benefits for up to 5 years after such conviction as determined by the court. The court shall continue to have the discretion in subparagraph 'a' in imposing penalties and conditions. The court may require that the completion of the conditions imposed by clause a.ii or a.iii be a requirement for the reinstatement of benefits under clause a.i.

3. Defense Procurement Fraud Debarment Program Overview

The DPFDF Program was established in 1993 as per Section 815, Subsection 10, of the National Defense Authorization Act for fiscal year (FY) 1993 [Public Law 102-484, United States Code, Section 2408 (c)]. This provision required the U.S. Attorney General to establish a single point of contact for contractors or subcontractors of the U.S. Department of Defense (DoD) to promptly confirm whether potential employees or contractors have been convicted of fraud or any other felony arising out of a contract with the Department of Defense. The clearinghouse was assigned to the DOJ Bureau of Justice Affairs who serves as the DPFDF Clearinghouse point of contact and is the repository for all DPFDF-related records.

Defense-related fraud and felony cases are tried in federal court and prosecuted by a U.S. Attorney. Individuals who have been convicted of fraud or any other felony arising out of a contract with DoD are prohibited from contracting with or being employed by any DoD contractor, as stipulated under the National Defense Authorization Act of 1989 (Public Law 100-456).

The U.S. Attorneys' Offices submit copies of sentencing orders for all individuals convicted of defense-related fraud or felony in their districts to the BJA DPFDF Clearinghouse on a quarterly basis. The DPFDF Clearinghouse maintains a list of people who have been disqualified from contracting with DoD based on these sentencing orders and forwards pertinent information to the GSA. GSA publishes the names of individuals who are denied benefits in the Lists of Parties Excluded from Federal Procurement or Non-Procurement Programs, which is commonly referred to as the Debarment List. Debarred individuals are searchable via the SAM website. The exclusion is categorized according to the specific cause (i.e., the statute violated and the treatment or exclusion).

4. Accessing the DFB-DPFDF System

The DFB-DPFDF System is accessible from the Internet via the following URL:

<https://dfb.bja.ojp.gov>

The latest version of Firefox, Internet Explorer 11 and above versions are the recommended browsers.

Only individuals with active accounts that have been approved by the DFB Clearinghouse will be able to log into the application.



Security Agreement

You are accessing a U.S. Government information system, which includes: this computer, this computer network, all computers connected to this network, and all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through, or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

You must agree that you have read, understood, and agreed to all terms before continuing.

Login

Username

Password

[Forgot your username or password?](#) [Not registered yet?](#)

Figure 1: Login Screen

5. Registration

The DFB-DPFD System is role-based with access controls that limit users to those privileges that are necessary to complete tasks under their assigned role. Judicial Participants must self-register to initiate the account creation process.

Step 1: To register, click on the “Not registered yet?” link.



DFB and DPFD Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Security Agreement

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You must agree that you have read, understood, and agreed to all terms before continuing.

Login

Username

Password

[Forgot your username or password?](#)
[Not registered yet?](#)

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Figure 2: Registration

Step 2: From the drop-down menu, choose the Judicial Participant role and then click the [Select] button.

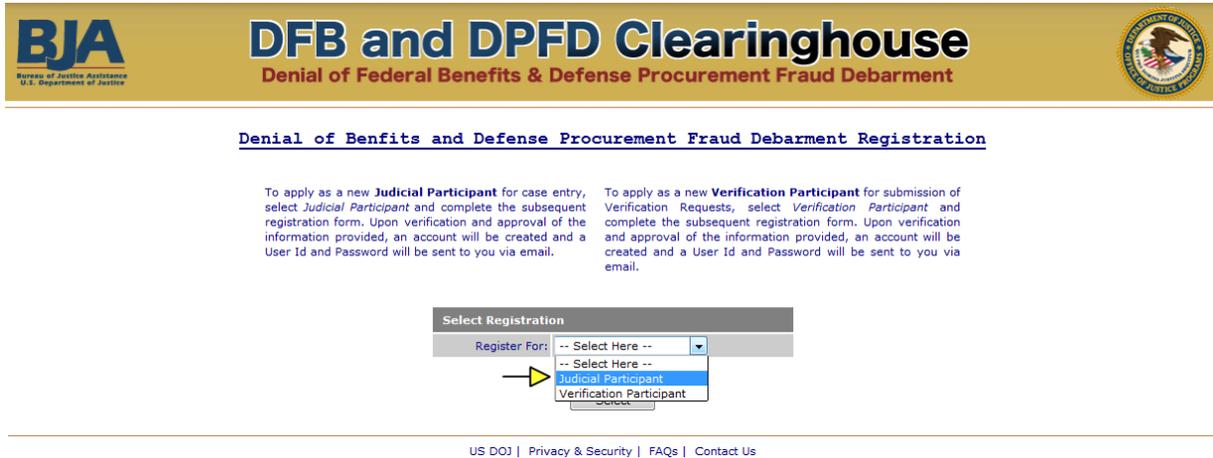


Figure 3: Registration

Step 3: Identify the State and Court Type.

Courts submitting DFB cases should choose Federal or State.

Courts or United States Attorney’s Offices (USAOs) submitting DPDF cases should choose Federal (DOD).



Figure 4: Registration

Step 4: Select your Court from the Associated Organization drop-down list and provide your personal contact information. Then click the [Register] button.

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Judicial Participant Registration

Please enter registration information.

User Information

* Associated Organization: Eastern District of Virginia - Richmond-1100 East Main Street-Richmond
Add New Court

Prefix: Honorable

* First Name: John

Middle Name:

* Last Name: Doe

Suffix: -- Select --

* Phone: 301 - 234 - 1234 Ext:

Fax: - -

* Email: jdoe@usdoj.gov

* Title: Judge

* Program: Defense Procurement Fraud Debarment

***Required Information**

Register Cancel

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Figure 5: Registration

If your Court is not listed in the drop-down list, then click the [Add New Court] button.

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OFFICE OF JUSTICE PROGRAMS

Judicial Participant Registration

Please enter registration information.

User Information

* Associated Organization: -- Select --
Add New Court

Prefix: -- Select --

* First Name:

Middle Name:

* Last Name:

Suffix: -- Select --

* Phone: - - - Ext:

Fax: - -

* Email:

* Title: -- Select --

* Program: Defense Procurement Fraud Debarment

***Required Information**

Register Cancel

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Figure 6: Registration

Enter your Court's contact information and click the [Add Court] button. Required fields are marked with a red asterisk (*).

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Denial of Federal Benefits & Defense Procurement Fraud Debarment

Add New Court

Please enter new court information.

Court Information					
* Court Name:	<input type="text"/>	* Court Type:	Federal		
* Court Address:	<input type="text"/>				
* City:	<input type="text"/>	* State:	Virginia	* Zip Code:	<input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Ext:	<input type="text"/>	Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>

***Required Information**

→

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Figure 7: Registration

Once the court has been added, you can proceed with entering your personal information and then click the [Register] button.

Step 5: Confirm that the information you have entered is accurate and upload a signed verification letter to validate your need for an account. The verification letter is required and must be submitted on official letterhead. A template is available for download from the Registration Confirmation page (as shown below) and in Appendix A of this User Guide.

Follow these instructions to submit the verification letter:

1. Download the Verification Letter Template.
2. Generate the letter on your organization's official letterhead and sign it.
3. Scan the signed letter and save it as a PDF on your local machine. Note: Do not use spaces or special characters in the file name.
4. From the application, click the [Browse] button to select the file from your local machine.
5. Click the [Submit] button to upload the file and submit your registration to the DFB Clearinghouse.



DFB and DPDF Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Registration Confirmation

Please confirm the information you have entered.

As part of the registration process, a verification letter is required for the DFB-DPDF Clearinghouse to validate your need for an account. The signed letter must be submitted on official letterhead.

[Click here to download the Verification Letter Template](#) 

To upload the letter, click the Browse button below to select the file from your local machine. Then click submit.

User Information	
Prefix:	Honorable
First Name:	John
Middle Name:	
Last Name:	Doe
Suffix:	
Phone:	301 - 234 - 1234 Ext:
Fax:	- -
Email:	jdoe@usdoj.gov
Associated Organization:	Eastern District of Virginia - Richmond
Title:	Judge
Program:	Defense Procurement Fraud Debarment 
*Verification Letter:	<input type="text"/> <input type="button" value="Browse..."/> ? (Prefer PDF File)

Please ensure that there are no spaces in File Name *Required Information



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Figure 8: Registration

Step 6: A success message will be displayed once your registration request has been successfully submitted to the DFB Clearinghouse for review and approval. Click on the [OK] button.



DFB and DPDF Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Judicial Participant Registration

Success

Your registration request has been successfully submitted. Your registration ID is: 1225. You will be contacted upon verification with your user ID and password.



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Figure 9: Registration

Step 7: A system-generated email with your user id and a temporary password is sent upon approval of your registration by the DFB Clearinghouse.

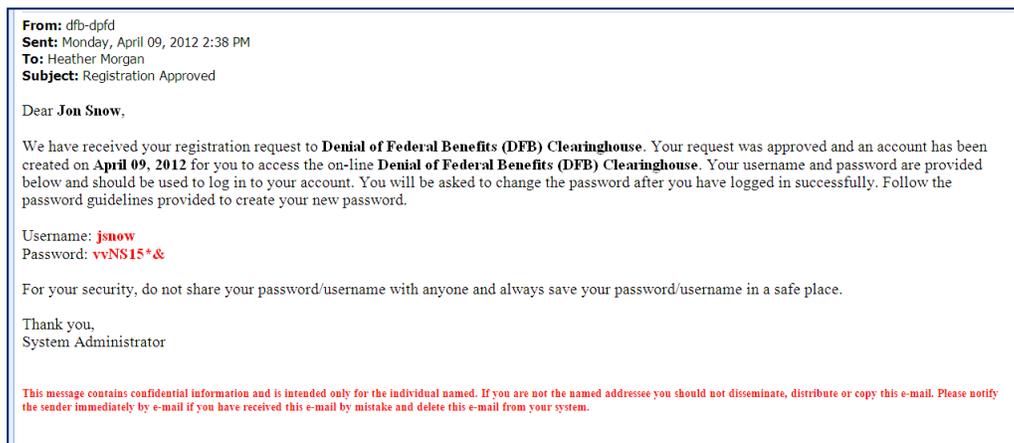


Figure 10: Registration

Step 8: The registration process is complete and you can now log into the DFB-DPFD System at <https://dfb.bja.ojp.gov>.

6. First Time Login

Step 1: Access the Login page located at <https://dfb.bja.ojp.gov>.

Step 2: Every time you log in, you must agree to the Security Agreement by checking the box located beneath the Security Agreement text. Once the box has been checked, enter your user id and password and click the [Login] button.

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Security Agreement

You are accessing a U.S. Government information system, which includes: this computer, this computer network, all computers connected to this network, and all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through, or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

You must agree that you have read, understood, and agreed to all terms before continuing.

Login

Username

Password

Login Reset

[Forgot your username or password?](#) [Not registered yet?](#)

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Figure 11: Login

Step 3: All users must review and accept the DOJ Information Technology (IT) Security Rules of Behavior (ROB) upon first login to the DFB-DPFD System. The ROB concern use, security, and acceptable level of risk for DOJ systems. Click on the [Accept] button to indicate that you will adhere to the ROB.



DFB and DPFD Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



RULES OF BEHAVIOR

The Office of Management and Budget (OMB) Circular A-150, Appendix III, Security of Federal Automated Information Resources requires that "Rules of Behavior" be established for each general support information technology (IT) system and major application processing government information.

As a customer and user of DOJ's DFB/DPFD Clearinghouse system, I understand that I am responsible for adhering to the additional rules listed below:

1. Computer system(s) for which you are requesting or have been issued an account, may only be used for official business only.
2. All software on the IT resource is protected in accordance with DOJ and Federal Government security and control procedures which will be adhered to.
3. Use of these IT resources gives consent for monitoring and security testing to ensure proper security procedures and appropriate usage are being observed for DOJ IT resources.
4. IT resources will not be used for fraudulent, harassing or obscene messages and/or materials.
5. Tampering with another user's account, files, data or processes without the other user's express permission, use of the system resources for personal purposes, or other unauthorized activities is strictly prohibited and will result in termination of access privileges.
6. Logon ID's, passwords, and passphrases may never be transferred or shared for any reason.
7. Group ID, group passwords, and group passphrases are prohibited.
8. Passwords:
 - a. will be a minimum of 8 alphanumeric characters;
 - b. will be memorized and not written down;
 - c. will be changed at least every 60 days;
 - d. will not be a word appearing in an English or foreign dictionary;
 - e. will not be stored in keyboard macros, script, or batch files;
 - f. will not consist of personal ID data or be easily guessable;
 - g. will not reuse the same password within a 180 day period;
 - h. will have cycled through 10 passwords before reuse.
9. E-mail and other forms of electronic distribution will only be used for official purposes and will not be used to transmit the following information:
 - a. U.S. Government or corporate credit card numbers;
 - b. Designated Sensitive Data;
 - c. Risk Assessments;
 - d. For Official Use Only information;
 - e. Privacy Act Data;
 - f. Proprietary Data;
 - g. Procurement Sensitive Data;
 - h. Source Evaluation Board (SEB) information;
 - i. Closed IONet IP Address(es) and local/remote workstation IP Address(es);
 - j. Port numbers;
 - k. Usernames, Passwords and Passphrases.
10. Tampering or reverse engineering of the IT resource is prohibited.
11. Any unauthorized penetration attempt, unauthorized system use, or virus activity will be reported to your supervisor, project manager, system administrator and IT Security Officer.
12. When access is no longer required to these IT resources, notify appropriate responsible parties and make no further attempt to access these resources.
13. Failure to adhere to these rules or subvert these rules may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

Acknowledgement Statement

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 793, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.



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Figure 12: Login

Step 4: All users must change their password upon first login to the DFB-DPFD System. Enter your temporary password, and then enter the new password twice. Click the [Change] button to save your new password.

Change User Password

Passwords expire every 90 days.
The new password created must be different from the last six previous passwords used.
All passwords must adhere to the following:

- Case sensitive
- Can not contain spaces
- Must be a minimum of 8 characters, but no longer than 15 characters
- Must be composed of representatives of at least three of the following character sets:
 - upper case characters, lower case characters, numeric characters, and special characters (!@#%&^*)

Old Password: [.....]

New Password: [.....] (8 to 15 characters, no spaces)

Re-type New Password: [.....] (8 to 15 characters, no spaces)

[Change] [Logout]

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Figure 13: Login

The following password policies apply:

- Password expiry is set to 90 days
- An automated mechanism is in place to notify users to change their passwords within the 90 day period
- The initial password created by the system is temporary and must be changed upon first login by the user
- New password must be different from the last six previous passwords used
- The password complexity is as follows:
 - Minimum of 8 characters long but no longer than 15 characters;
 - Case sensitive;
 - Must be composed of representatives of at least three of the following character sets: upper case characters, lower case characters, numeric characters, and special characters;
 - Cannot contain spaces.
- The following account lockout policies are implemented:
 - Account lockout 1 day
 - Account lockout max failure attempts 3 times

Step 5: Each time a user logs into the system they must confirm that they are the authorized user of the account. Click the [Yes] button to confirm your identity.

WARNING

Only the registered user, as identified below, is authorized to use this account. If you are not that person, logout immediately.

Name:	John Doe
Associated Organization(s):	Eastern District of Virginia - Richmond Northern District of Mississippi

Are you the person mentioned above?

Yes
 No

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Figure 14: Login

Step 6: Upon successful login, you will have access to the Judicial Participant role for your associated organization.

Session Timeout will occur in 19 minutes, 51 seconds

Welcome To
Defense Procurement Fraud Debarment (DPFD) Clearinghouse

Cases Pending Approval by DFB Clearinghouse *(Click on the Clearinghouse ID or Case/Docket Number to view.)*

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
No pending cases.						

Incomplete Cases *(Click on the Clearinghouse ID or Case/Docket Number to edit.)*
Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
No incomplete cases.						

Logged in as:
John Doe

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb:dpfd@reisystems.com

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Figure 15: Login

7. Home Screen

The Home Screen provides a summary of submitted cases that are pending approval by the DFB Clearinghouse and incomplete cases that your court has initiated but not yet completed. The left-hand menu lists the tasks that you as a Judicial Participant can perform.

The system allows you to save cases with incomplete information, and retrieve the record when you are ready to complete it, by clicking on the Clearinghouse ID or Case Number from your Home screen. However, it is important to note that failure to submit the required information will result in the individual's name not being included in the respective debarment lists.

Session Timeout will occur in **17** minutes, **29** seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb@reissystems.com
dpfd@reissystems.com

Welcome To
Defense Procurement Fraud Debarment (DPFD) Clearinghouse

Cases Pending Approval by DFB Clearinghouse (Click on the Clearinghouse ID or Case/Docket Number to view.)

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17079	Young, Marcus	2:11-CR-00174-MSM-DEN	Eastern District of Virginia - Richmond	DPFD	John Doe	01/07/2013

[More >>](#)

Incomplete Cases (Click on the Clearinghouse ID or Case/Docket Number to edit.)
Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17080	.	1:2R:0000200:DEM:REP	Temp	DPFD	John Doe	01/07/2013

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Figure 16: Home Screen

8. Find Offender Case

You can search on case records for cases submitted by your associated Court via the Find Offender Case link in the left-hand menu.

Step 1: To search for a specific case, enter the Offender's First and Last Name or Case/Docket Number, and either the Social Security Number or Date of Birth. Then click the [Search] button.

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Session Timeout will occur in **18** minutes, **27** seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Find Offender/Case

Before adding new offender/case, check to see if offender/case already exists.

To search on an Offender/Case, you must provide the Offender's First & Last Name **OR** Case/Docket Number, **AND** either SSN **OR** DOB.

Search Record

Offender's First Name:	Joe
Offender's Last Name:	Picard
OR	
Case/Docket Number:	
AND	
Social Security Number:	- - -
OR	
Date of Birth:	January / 30 / 1980

Search

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Figure 17: Find Offender Case

Records that match the search criteria will be displayed on the results page. The system will indicate if no records were found based on the search criteria provided.

Step 2: To view the details of the case, click on the Case/Docket Number.

The screenshot displays the 'DFB and DPFD Clearinghouse' interface. At the top, there is a header with the BJA logo (Bureau of Justice Assistance, U.S. Department of Justice) and the title 'DFB and DPFD Clearinghouse Denial of Federal Benefits & Defense Procurement Fraud Debarment'. A session timeout notice indicates 19 minutes and 46 seconds remaining.

On the left side, a navigation menu includes categories like HOME, CASES (with 'Find Offender Case' highlighted), COURTS, REPORTS, and PROFILE.

The main content area is titled 'DFB/DPFD Cases' and features a 'Sort By' dropdown menu and a 'Sort' button. Below this, a message states 'Click on the Case/Docket Number to view.' A table of case entries is shown, with the first entry highlighted. A yellow arrow points to the 'Case/Docket Number' '2:CR:345:ABC:N' in this entry.

Name: Joe Picard New Conviction?		Case/Docket Number: 2:CR:345:ABC:N	Status: Pending
SSN: 534-29-6893	DOB: Jan 30, 1980		
Entered on: Jan 10, 2013 03:15:27 PM EST	Modified on: Jan 10, 2013 03:20:17 PM EST		
Court: Eastern District of Virginia - Richmond		CT Code: AA	
Court Official: Mr. Tony Greig	Sentencing Judge: Honorable Henry E. Hudson		

Below the table are buttons for 'New Search' and 'Add Offender/Case'. On the left, the user is logged in as 'John Doe' with a 'LOGOUT' button. A support contact box provides phone and email information.

Figure 18: Find Offender Case

Step 3: View the Denial Info, Offender Info, Court Info, and Attachments for the selected case by clicking on the desired tab or navigating to each tab consecutively by clicking the [Continue] button.

The screenshot displays the 'DFB and DPDF Clearinghouse' interface. At the top, there is a navigation menu with categories: HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). A 'LOGOUT' button is also present. The main content area is titled 'View Offender/Case' and features a sub-header 'Offender/Case Information Form'. Below this are four tabs: Denial Info, Offender Info, Court Info, and Attachment Files. The 'Denial Info' tab is active, showing a table of case details:

Case/Docket Number:	2:CR:345:ABC:N		
Program:	Denial of Federal Benefits (DFB)	CT Code:	AA
Nature of Offense:	Trafficking	Count:	First
Benefit Denial Period:	During Given Time Period	Start Date:	Jan 01, 2013
		End Date:	Jan 31, 2018
Sentencing Date:	Jan 01, 2013		
Benefits Denied:	All Benefits Denied		
Underlying Conviction Statute:	18 U.S.C. § 2		
Other Conditions/ Additional Information:			

Below the table, it indicates 'Case Document(s): Confirmation Letter and Report' and '(Case Approved)'. At the bottom of the main content area, there are 'Continue' and 'Cancel' buttons. The footer contains links for 'US DOJ | Privacy & Security | FAQs | Contact Us'.

Figure 19: Find Offender Case

Step 4: Click on the “Confirmation Letter and Report” link to view the Confirmation Letter and Case Summary Report previously sent via email to the Court Official upon case approval by the DFB Program Manager.

Session Timeout will occur in 19 minutes, 39 seconds

BJA Bureau of Justice Assistance U.S. Department of Justice

DFB and DPDF Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

View Offender/Case

Offender/Case Information Form

Denial Info	Offender Info	Court Info	Attachment Files
Case/Docket Number:	2:CR:345:ABC:N		
Program:	Denial of Federal Benefits (DFB)	CT Code:	AA
Nature of Offense:	Trafficking	Count:	First
Benefit Denial Period:	During Given Time Period	Start Date:	Jan 01, 2013
		End Date:	Jan 31, 2018
Sentencing Date:	Jan 01, 2013		
Benefits Denied:	All Benefits Denied		
Underlying Conviction Statute:	18 U.S.C. § 2		
Other Conditions/ Additional Information:			

Case Document(s): [Confirmation Letter and Report](#) (Case Approved)

Continue Cancel

Logged in as: John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

US DOJ | Privacy & Security | FAQs | Contact Us

Figure 20: Find Offender Case

9. Add New Case

All qualifying DFB and DPDF cases should be entered by the sentencing Court in a timely manner. The denial, offender, and court information that must be manually entered into the system should be taken directly from page 1 and the Denial Page of the Judgment & Commitment (J&C) and the Statement of Reasons (SoR). Non-qualifying cases should not be entered and will be considered incomplete if initiated through the system as they will not have the required information needed to complete the submission.

The system will allow you to save cases with incomplete information for completion at a later time. At a minimum, the case number and offender’s first and last name must be provided. However, it is important to note that failure to submit the required information will result in the individual’s name not being included in the respective debarment lists.

Data Entry Fields:

At the time of data entry, the following information is required to successfully complete the case submission:

Denial Info: Case/Docket Number, Cause and Treatment (CT) Code, Program, Nature of Offense, Count, Statute, Benefit Denial Period, Sentencing Date, Benefits to be Denied

Offender Info: Full Name, Sex, Country, Address, Social Security Number (if applicable), Date of Birth

Court Info: Court Name, Authorized Court Official, Sentencing Judge

Attachment Files: **DFB** – Page 1 and denial page of the J&C and SoR; **DPFD** – J&C, Indictment or Plea Agreement, and SoR

Note: State Courts using the 1-page Denial of Federal Benefits Form for their DFB case submissions can upload this form twice to satisfy the upload requirements.

Step 1: Confirm that the record does not already exist by searching on the case. Enter the Offender's First and Last Name or Case/Docket Number, and either the Social Security Number or Date of Birth. Then click the [Search] button.

Session Timeout will occur in 19 minutes, 23 seconds

Find Offender/Case

Before adding new offender/case, check to see if offender/case already exists.

To search on an Offender/Case, you must provide the Offender's First & Last Name OR Case/Docket Number, AND either SSN OR DOB.

Search Record	
Offender's First Name:	Joe
Offender's Last Name:	Pesci
OR	
Case/Docket Number:	
AND	
Social Security Number:	648 - 34 - 9274
OR	
Date of Birth:	-- Month -- / -- Day -- /

Search

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone: (301) 937-1542
E-mail: dfb-dpfd@reisystems.com

US DOJ | [Privacy & Security](#) | [FAQs](#) | [Contact Us](#)

Figure 21: Add New Case

Step 2: If no matching record is found, click the [Add Offender/Case] button.

The screenshot displays the 'DFB/DPFD Cases' page. On the left is a navigation menu with categories: HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). The main content area shows a 'No Record Found.' message in red text. Below this message are two buttons: 'New Search' and 'Add Offender/Case', with a yellow arrow pointing to the 'Add Offender/Case' button. The top of the page features the BJA logo, the title 'DFB and DPFD Clearinghouse', and the subtitle 'Denial of Federal Benefits & Defense Procurement Fraud Debarment'. A session timeout warning is visible in the top right corner.

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Figure 22: Add New Case

Step 3: Enter the denial information contained in the J&C. Required fields are marked with a red asterisk (*). Once the information has been entered, click the [Save & Continue] button.

Note the following:

- The Statutes are populated based on the Nature of Offense that is selected. Select the statute that corresponds with the statute listed on page 1 of the J&C.
- The start date of the denial period should match with the sentencing date/date of imposition.
- The denial period should not exceed the maximum allowable duration for that Nature of Offense and Count (see Section 2 of this User Guide).

Session Timeout will occur in 20 minutes, 00 seconds

BJA Bureau of Justice Assistance U.S. Department of Justice

DFB and DPFD Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

HOME

- CASES
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS
 - Case Reports
- PROFILE
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Add Offender/Case

Offender/Case Information Form

Denial Info Offender Info Court Info Attachment Files

*Case/Docket Number: 2:11-CR:00324-MSN-ORC

*Program: Denial of Federal Benefits (DFB) *CT Code: AA - All Benefits Denied

*Nature of Offense and Debarment Statute: Trafficking - 21 U.S.C. § 862(a)

*Count: First

*Underlying Conviction Statute: 18 U.S.C. § 2 18 U.S.C. § 4 If Other, Specify Statute:

*Benefit Denial Period: During Given Time Period *Start Date: January / 1 / 2013 *End Date: December / 31 / 2018

*Sentencing Date: January / 1 / 2013

*Benefits Denied: All Benefits Denied

Other Conditions/Additional Information:

***Required Information**

Save & Continue Cancel

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Figure 23: Add New Case

Step 4: Enter the offender information contained in the J&C and the SoR. Required fields are marked with a red asterisk (*). Once the information has been entered, click the [Save & Continue] button.

Note the following:

- Address data entry must follow the format guidelines provided in **Appendix B** to be compliant with data transmission to GSA’s Excluded Parties List System.
- If street name or city is unknown, enter “Null” in the field.
- If an individual is incarcerated and the detention facility is listed as the mailing address, **DO NOT** enter the name of the detention facility or street name. Use “Null” for the street address. **DO** enter the city, state, and zip code.
- P.O. boxes are not acceptable as a street address. Please use “Null” for the street address. **DO** enter the city, state, and zip code.
- If the individual does not have a Social Security Number, choose “None” and provide a reason. If the reason is not known by you, then enter “reason not available”.

The system supports multiple entries for the following fields: Alias, Social Security Number, and Date of Birth.

If the offender has more than one of the above associated with their identity, enter the Primary (P) alias, SSN, or DoB in the first line for that field and the Secondary and Subsequent (S) entries underneath.

If adding secondary or subsequent entries, be sure to click the appropriate [Add Additional Alias/SSN/DOB] buttons for each entry so that it appears on the saved list.



DFB and DPDF Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Session Timeout will occur in 16 minutes, 03 seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-
dpdf@reisystems.com

Add Offender/Case

Offender/Case Information Form

Saved

Denial Info
Offender Info
Court Info
Attachment Files

*First Name:	Joe
Middle Name:	
*Last Name:	Pesci
Suffix:	-- Select --
*Sex:	Male
*Country:	United States of America
Address:	423 Slippery Slope Rd
Address 2:	
City:	Herndon
State/Province:	Virginia
Zip Code:	20170
Former Address ¹ :	
Alias:	Slippery (P) (S) Add Additional Alia
(S) Saved List	
*Social Security Number:	534 - 28 - 3256 (P) (S) Add Additional SSN
(S) Saved List	
*Date of Birth:	January / 28 / 1985 (P) (S) Add Additional DOB
(S) Saved List	

Click [here](#) for address data entry instructions. *Required Information

(P) - Primary
(S) - Additional
1 - The former address should be a complete address which contains street address, city, state, and zip code.

Back
Save & Continue
Cancel

Figure 24: Add New Case

Step 5: Enter the Court Official and Sentencing Judge associated with the case. The Authorized Court Official is typically the Clerk or other individual from the Court who is authorized to submit the case to the DFB Clearinghouse. Then click the [Save & Continue] button.

If you do not see the Authorized Court Official or Sentencing Judge on the drop-down list, you can add additional contacts via the “click here” link located to the right of each field.

Session Timeout will occur in 20 minutes, 00 seconds

BJA Bureau of Justice Assistance U.S. Department of Justice

DFB and DPFD Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

HOME

- CASES
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS
 - Case Reports
- PROFILE
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Add Offender/Case

Offender/Case Information Form

Denial Info Offender Info **Court Info** Attachment Files

*Court Name: Eastern District of Virginia - Richmond

*Authorized Court Official: Mr. Tony Greig To add Court Official, [save the case first then click here.](#)

*Sentencing Judge: Honorable Henry E. Hudson To add Judge, [save the case first then click here.](#)

*Required Information

Back Save & Continue Cancel

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Figure 25: Add New Case

Step 6: For DFB, upload Page 1 and the Denial Page of the Judgment & Commitment (J&C) and the Statement of Reasons (SoR). For DPDFD, upload the J&C, Indictment or Plea Agreement, and the SoR.

Note: State Courts using the 1-page Denial of Federal Benefits Form for their DFB case submissions can upload this form twice to satisfy the upload requirements.

Follow these instructions to upload the document:

1. Scan the requested documents and save each as a PDF file on your local machine. **Note: Do not use spaces or special characters in the file names.**
2. From the application, click the [Browse] button to select the file from your local machine. Once selected, the file path will be populated in the corresponding text box.
3. Once both files have been identified, click the [Save & Continue] button to upload the files and complete the case entry.

BJA Bureau of Justice Assistance U.S. Department of Justice

DFB and DPDFD Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

Session Timeout will occur in 19 minutes, 44 seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone: (301) 937-1542
E-mail: dfb-dpfd@reisystems.com

Add Offender/Case

Offender/Case Information Form

Saved

Denial Info Offender Info Court Info Attachment Files

*Judgment & Commitment: C:\Users\mpillula\Documents\DFB\Trz Browse... (Prefer PDF File)

*Statement of Reason: C:\Users\mpillula\Documents\DFB\Trz Browse... (Prefer PDF File)

Please do not use spaces in file name *Required Information

Back Save & Continue Cancel

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Figure 26: Add New Case

Step 7: Confirm the information entered is complete and accurate. Then click the [Add Case] button. If you need to edit any information, click the [Edit] button. If you no longer wish to submit the case, click the [Cancel Add] button.



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DFB and DPFD Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Session Timeout will occur in **19** minutes, **52** seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case**
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

DFB Clearinghouse Support:
Phone: (301) 937-1542
E-mail: dfb-dpfd@reisystems.com

Add Offender/Case Confirmation

Please confirm the information you have entered.

Once submitted, the information cannot be modified.

Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Case/Docket Number:	2:11-CR:00324-MSN-ORC
Name:	Joe Pesci
DOB:	Jan 28, 1985*
SSN:	534-28-3256*
Address:	423 Slippery Slope Rd Herndon, VA 20170 US
Old Address:	
Sex:	Male
Alias:	Slippery*
Program:	Denial of Federal Benefits (DFB)
Nature of Offense:	Trafficking
Count:	First
Benefit Denial Period:	During Given Time Period
Denial Start Date:	Jan 01, 2013
Denial End Date:	Dec 31, 2018
Sentencing Date:	Jan 01, 2013
Benefits Denied:	All Benefits Denied
Court Name:	Eastern District of Virginia - Richmond
Authorized Court Official:	Mr. Tony Greig
Sentencing Judge:	Honorable Henry E. Hudson

* - Primary

➔

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Figure 27: Add New Case

Step 8: If the case has been successfully submitted, a Successful Transaction notification will be displayed. The case must be reviewed and approved by the DFB Clearinghouse and Program Manager before being officially added as a qualifying case. Click on the [OK] button.

The screenshot displays the DFB and DPFD Clearinghouse web interface. At the top, the header includes the BJA logo (Bureau of Justice Assistance, U.S. Department of Justice), the title "DFB and DPFD Clearinghouse" with the subtitle "Denial of Federal Benefits & Defense Procurement Fraud Debarment", and the Department of Justice seal. A session timeout notice indicates "Session Timeout will occur in 19 minutes, 51 seconds".

On the left side, a navigation menu is visible with categories: HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). Below the menu, it shows "Logged in as: John Doe" and a "LOGOUT" button. A support box at the bottom left provides contact information for DFB Clearinghouse Support: Phone: (301) 937-1542, E-mail: dfb-dpfd@reisystems.com.

The main content area displays a "Successful Transaction" notification. The text reads: "You have successfully requested to add a new case. Case/Docket Number: 2:11-CR:00324-MSN-ORC. Your Clearinghouse ID is: 17083. Your request will be reviewed and added to the system upon verification. A confirmation report will be sent via email for your information and review." Below the text is a yellow arrow pointing to an "OK" button.

At the bottom of the page, there are links for "US DOJ | Privacy & Security | FAQs | Contact Us".

Figure 28: Add New Case

Step 9: Upon approval of the case by the DFB Clearinghouse and Program Manager, you will receive an email notification with a confirmation letter attached.

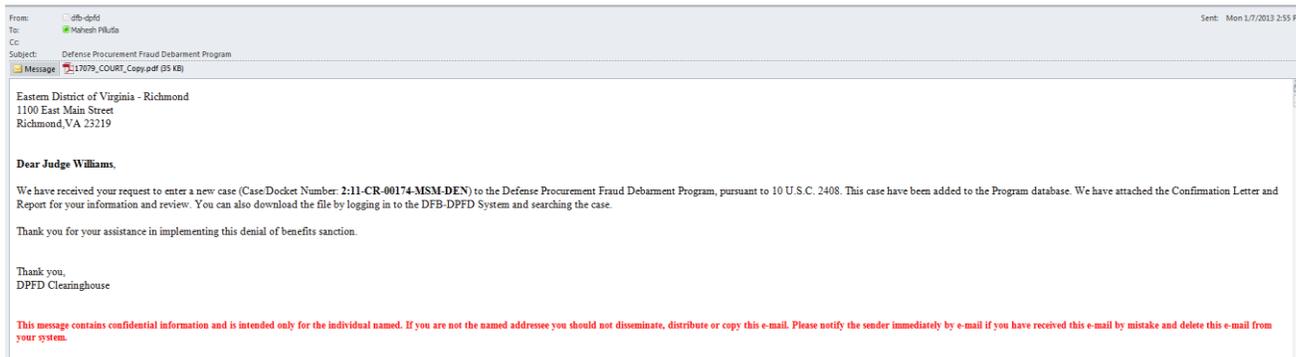
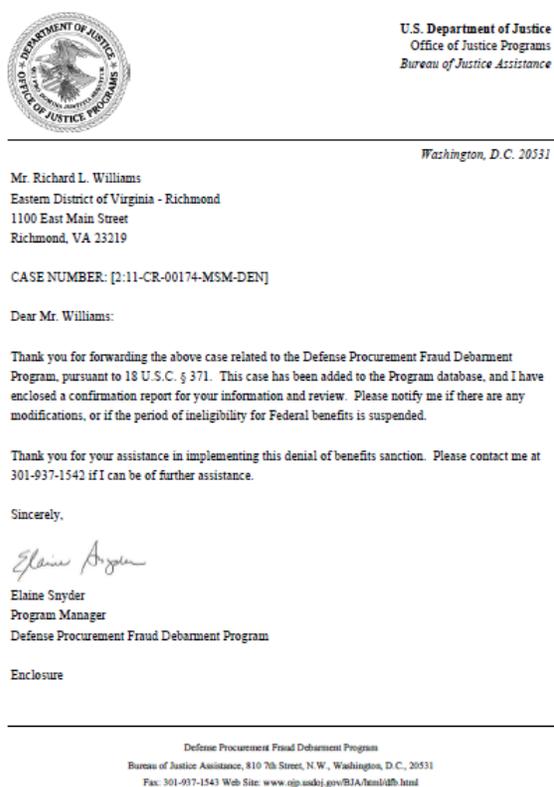


Figure 29: Add New Case



Defense Procurement Fraud Debarment Program for Fraud Offenders Program			U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance Washington, D.C. 20531
1. Last, First and Middle Name Young, Marcus	2. Sex M	3. Sentencing Date (mm/dd/yyyy) 01/01/2013	
4. Other Names Used (AKA)			
5. Street Address Court Requests - No Data			
6. City Court Requests - No Data	7. State Court Requests - No Data	8. Zip Code Court Requests - No Data	
9. Date(s) of Birth (mm/dd/yyyy) Court Requests - No Data	10. Social Security Number(s) Court Requests - No Data	11. Case/Docket Number 2:11-CR-00174-MSM-DEN	
12. Offense Fraud	13. Sentence By Court a) Statutory Criteria NotApplicable Offense Fraud		
14. Name of Sentencing Judge Honorable John Doe	b) Other Conditions/Additional Information		
15. Duration of Denial (mm/dd/yyyy)			
16. Starting Date: 01/01/2013			
17. Ending Date: 12/31/2018			
18. Benefits Denied Prohibited			
19. Prior Offense			
20. Reason(s)			
19. Name and Title of Authorized Court Official Mr. Richard L. Williams			
21. Court Name Eastern District of Virginia - Richmond	21. Phone 804-906-2230	22. Fax N/A	
23. Street Address 1100 East Main Street			
24. City Richmond	25. State VA	26. Zip Code 23219	

Figure 30: Add New Case

Note: If the DFB Clearinghouse identifies any mistakes or missing information, or requires additional clarification, a Change Request will be sent via email to the Judicial Participant with details of the issue(s) and the case will move to the “Incomplete Cases” section for resolution by the Judicial Participant.

10. Pending Cases

The Pending Cases link in the left-hand menu provides a summary of submitted cases from your court that are pending approval by the DFB Clearinghouse, and incomplete cases that your court has initiated but not yet completed, or cases that have been returned by the DFB Clearinghouse for further action.

For cases pending approval by DFB Clearinghouse, a read-only view of the case details is available by clicking on the Clearinghouse ID or Case Number.

For incomplete cases, clicking on the Clearinghouse ID or Case Number will take you to an editable view of the case details for completion and submission. It is important to note that failure to submit the required information will result in the individual's name not being included in the respective debarment lists.

The screenshot displays the DFB and DPFD Clearinghouse web application. The header includes the BJA logo (Bureau of Justice Assistance, U.S. Department of Justice), the title "DFB and DPFD Clearinghouse", and the subtitle "Denial of Federal Benefits & Defense Procurement Fraud Debarment". A session timeout warning indicates 18 minutes and 51 seconds remaining.

The left-hand navigation menu includes sections for HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). The user is logged in as John Doe, with a LOGOUT button.

The main content area is titled "Pending Cases" and is divided into two sections:

- Cases Pending Approval by DFB Clearinghouse** (Click on the Clearinghouse ID or Case/Docket Number to view.)

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17083	Pesci, Joe	2:11-CR:00324-MSN-ORC	Eastern District of Virginia - Richmond	DFB	John Doe	01/10/2013
- Incomplete Cases** (Click on the Clearinghouse ID or Case/Docket Number to edit.)

Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17080	,	1:2R:0000200:DEM:REP	Temp	DFB	John Doe	01/07/2013

At the bottom of the page, there is a contact support box for DFB Clearinghouse Support: Phone:(301) 937-1542, E-mail:dfb-dpfd@reisystems.com, and a footer with links for US DOJ | Privacy & Security | FAQs | Contact Us.

Figure 31: Pending Cases

11. View Court

The View Court section displays the Court information and associated Court Officials for your associated Court. The court information cannot be changed directly. You must submit a change request via email to the DFB Help desk at dfb@ojp.usdoj.gov.

The screenshot displays the 'View Court Information' page. At the top, there is a header for 'BJA Bureau of Justice Assistance U.S. Department of Justice' and 'DFB and DPFDF Clearinghouse Denial of Federal Benefits & Defense Procurement Fraud Debarment'. A session timeout notice indicates 19 minutes and 43 seconds remaining. On the left, a navigation menu includes links for HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). The main content area shows the 'View Court Information' for the 'Eastern District of Virginia - Richmond' court, which is 'Federal' and 'Active'. The address is '1100 East Main Street', Richmond, VA, with zip code 23219. Below this is a 'Back' button. The 'Associated Court Officials' section includes a table with columns for Name, Title, Status, and a 'remove' link. The officials listed are Dana J. Boente (Attorney), John Doe (Judge), Fernando J. Galindo (Clerk), Henry E. Hudson (Judge), Lewis E. Powell Jr. (Clerk), and Richard L. Williams (Judge). An 'Add Official' button is at the bottom of the table.

View Court Information

Court Information

Court Name:	Eastern District of Virginia - Richmond		
Court Type:	Federal	Status:	Active
Court Address:	1100 East Main Street		
City:	Richmond	State:	VA
Phone:	804 - 906 - 2230 Ext:	Fax:	- -
		Zip Code:	23219

[Back](#)

Associated Court Officials

Click on the official's name to edit. Click on [remove](#) to disassociate the official from the court.

Official's Name	Official's Title	Official's Status	Remove?
Honorable Dana J. Boente	Attorney	Active	remove
Honorable John Doe	Judge	Active	remove
Mr. Fernando J. Galindo	Clerk	Active	remove
Honorable Henry E. Hudson	Judge	Active	remove
Mr. Lewis E. Powell Jr.	Clerk	Active	remove
Mr. Richard L. Williams	Judge	Active	remove

[Add Official](#)

US DOJ | [Privacy & Security](#) | [FAQs](#) | [Contact Us](#)

Figure 32: View Court

12. Add New Court Official

Additional points of contact for a court can be added through the Add New Court Official link in the left-hand menu. This should be done if a new Authorized Court Official or Sentencing Judge needs to be added so that their name appears on the pick list for Court contacts when entering cases.

Adding a new Court Official through this link does not grant that individual direct access to the DFB-DPFDF System. If system access is required, then that individual must go through the Judicial Participant registration process as defined in Section 5 of this User Guide.

Step 1: Enter the contact information for the new Court Official, and then click the [Add] button. Required fields are marked with a red asterisk (*).

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DFB and DPDF Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

Session Timeout will occur in 19 minutes, 38 seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb@reissystems.com
dpdf@reissystems.com

Add New Official Information

Invalid phone number.

Official Information	
*Court Name:	Eastern District of Virginia - Richmond
*First Name:	Mr. Tony
Middle Name:	
*Last Name:	Greig -- Select --
*Title:	Clerk
*Phone:	201 - 123 - 2454 Ext:
Cell Phone:	- - -
Fax:	- - -
*Email:	mpillutia@reissystems.com
Office:	
Higher Office:	

*Required Information

→ Add Cancel

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Figure 33: Add New Court Official

Step 2: You will receive a successful transaction notification to confirm that the new Court Official has been successfully added and associated with your court. Click on the [OK} button.

The screenshot displays the DFB and DPFDF Clearinghouse web interface. At the top, the BJA logo (Bureau of Justice Assistance, U.S. Department of Justice) is on the left, and the title 'DFB and DPFDF Clearinghouse' with the subtitle 'Denial of Federal Benefits & Defense Procurement Fraud Debarment' is in the center. A session timeout notice 'Session Timeout will occur in 19 minutes, 48 seconds' is on the right. The left-hand navigation menu includes sections for HOME, CASES (Find Offender Case, Add New Case, Pending Cases), COURTS (View Court, Add New Court Official, Find Court Official), REPORTS (Case Reports), and PROFILE (Edit User Profile, Password Change). The 'Add New Court Official' link is highlighted. Below the menu, it shows 'Logged in as: John Doe' and a 'LOGOUT' button. At the bottom left, there is contact information for DFB Clearinghouse Support: Phone: (301) 937-1542, E-mail: dfb@reisisystems.com, dpfd@reisisystems.com. The main content area shows a 'Successful Transaction' message: 'You have successfully added a new official and associated with the court.' Below the message is an 'OK' button with a yellow arrow pointing to it. At the bottom of the page, there is a footer with links for 'US DOJ | Privacy & Security | FAQs | Contact Us'.

Figure 34: Add New Court Official

13. Find Court Official

The Find Court Official link in the left-hand menu allows you to search and edit existing Court Officials from your court.

Note: You will only be able to edit Court Official contact information for individuals not registered in the system. If the Court Official is a registered user, he or she must edit their own information while logged into their account via the Edit User Profile section.

Step 1: Search on the Court Official's First or Last Name.

Figure 35: Find Court Official

Step 2: From the Search Results, click on the desired individual's name.

Figure 36: Find Court Official

Step 3: View and edit the individual’s contact information by editing the desired fields and clicking the [Update] button.



DFB and DPDF Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Session Timeout will occur in **19** minutes, **48** seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
 Phone: (301) 937-1542
 E-mail: dfb-dpfd@reisystems.com

Edit Official Information

Official Information	
* Official Type:	Judicial <input type="text"/>
* First Name:	Mr. <input type="text"/> Fernando <input type="text"/>
Middle Name:	<input type="text"/> J. <input type="text"/>
* Last Name:	Galindo <input type="text"/> -- Select -- <input type="text"/>
* Title:	Clerk <input type="text"/>
Status:	Active <input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Cell Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Email:	<input type="text"/>
Office:	<input type="text"/>
Higher Office:	<input type="text"/>

* Required Information

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Figure 37: Find Court Official

14. Case Reports

The Case Reports provide a way for Judicial Participants to generate a report on approved cases submitted by the associated Court for a specified time period. You can choose to run the report on active cases, inactive cases, or both.

Step 1: Enter the desired Search Criteria which include the start and end dates, case status, CT Code, and sort preference. Click the [Submit] button to view the report.

Session Timeout will occur in 18 minutes, 54 seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone: (301) 937-1542
E-mail: dfb-dpfd@reisystems.com

Case Report

Search Records

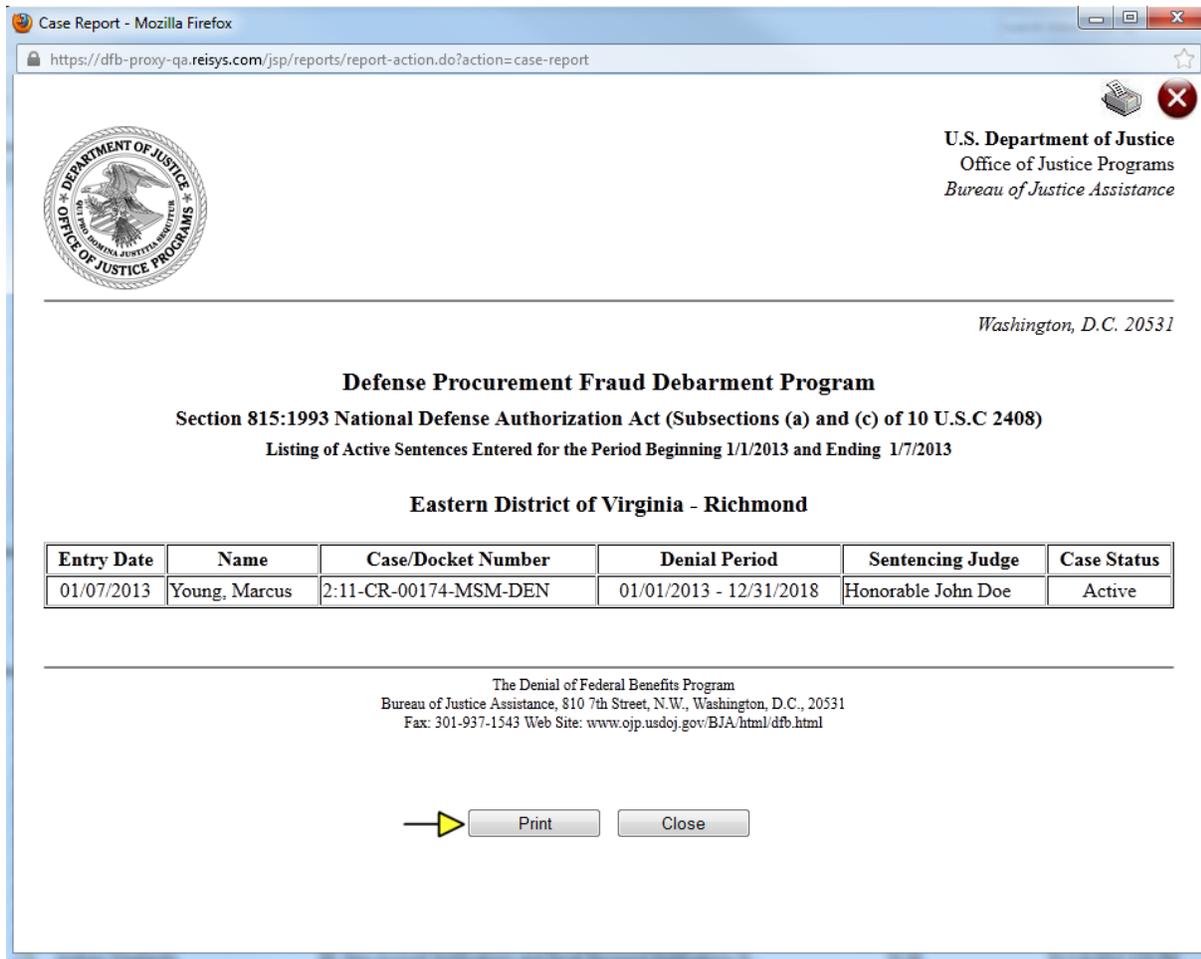
Court:	Eastern District of Virginia - Richmond
Start Date:	January / 1 / 2012
End Date:	December / 31 / 2012
Case Status:	Active Inactive Both Active & Inactive
CT Code (Procurement):	All CT Codes FF - Fraud
Sort By:	Offender Last Name

Submit Reset

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Figure 38: Case Reports

Step 2: View the report. Click on the [Print] button to print the report.



Case Report - Mozilla Firefox
 https://dfb-proxy-qa.reisys.com/jsp/reports/report-action.do?action=case-report

U.S. Department of Justice
 Office of Justice Programs
 Bureau of Justice Assistance

Washington, D.C. 20531

Defense Procurement Fraud Debarment Program
 Section 815:1993 National Defense Authorization Act (Subsections (a) and (c) of 10 U.S.C 2408)
 Listing of Active Sentences Entered for the Period Beginning 1/1/2013 and Ending 1/7/2013

Eastern District of Virginia - Richmond

Entry Date	Name	Case/Docket Number	Denial Period	Sentencing Judge	Case Status
01/07/2013	Young, Marcus	2:11-CR-00174-MSM-DEN	01/01/2013 - 12/31/2018	Honorable John Doe	Active

The Denial of Federal Benefits Program
 Bureau of Justice Assistance, 810 7th Street, N.W., Washington, D.C., 20531
 Fax: 301-937-1543 Web Site: www.ojp.usdoj.gov/BJA/html/dfb.html

→

Figure 39: Case Reports

15. Edit User Profile

The Edit User Profile link in the left-hand menu is where you can make updates to your personal contact information. All changes to user profiles must be approved by the DFB Clearinghouse before the changes are reflected in the system.

Step 1: Edit the desired fields and enter the reason for change. Then click the [Update] button to save the changes.



DFB and DPDF Clearinghouse

Denial of Federal Benefits & Defense Procurement Fraud Debarment



Session Timeout will occur in **18** minutes, **54** seconds

- HOME
- CASES
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS
 - Case Reports
- PROFILE
 - Edit User Profile**
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Edit User Profile

To make updates to your contact information:
Edit the desired fields below and click the Update button.
Please note, all changes to user profiles must be approved by the DFB/DPDF Clearinghouse before the changes are reflected in the system.

User Information	
Prefix:	Honorable <input type="text"/>
* First Name:	John <input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	Doe <input type="text"/>
Suffix:	-- Select -- <input type="text"/>
* Title:	Judge <input type="text"/>
* Phone:	301 - 234 - 1234 Ext: <input type="text"/>
Fax:	- - - <input type="text"/>
* Email:	mpilluta@reisystems.com <input type="text"/>
Associated Organization:	Eastern District of Virginia - Richmond (Federal) Northern District of Mississippi (Federal)
* Reason of change:	<input style="width: 100%; height: 30px;" type="text"/>

*Required Information

➔

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Figure 40: Edit User Profile

16. Password Change

Users are required to change their password every 90 days. The system will notify you upon login if your password is set to expire soon. You can change your password at any time before it expires via the Password Change section.

Step 1: Enter your existing password, and then enter the new password twice. Click the [Change] button to save your new password.

BJA
Bureau of Justice Assistance
U.S. Department of Justice

DFB and DPFDF Clearinghouse
Denial of Federal Benefits & Defense Procurement Fraud Debarment

Session Timeout will occur in **19** minutes, **06** seconds

HOME

- CASES**
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS**
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS**
 - Case Reports
- PROFILE**
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Change User Password

Passwords expire every 90 days.
The new password created must be different from the last six previous passwords used.
All passwords must adhere to the following:

- Case sensitive
- Can not contain spaces
- Must be a minimum of 8 characters, but no longer than 15 characters
- Must be composed of representatives of at least three of the following character sets:
- upper case characters, lower case characters, numeric characters, and special characters (!@#%&^*)

New password cannot be the same as old password.

*Old Password:

*New Password: (8 to 15 characters, no spaces)

*Re-type New Password: (8 to 15 characters, no spaces)

***Required Information**

Change **Cancel**

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Figure 41: Password Change

17. Session Timeout Due to Inactivity

As a security precaution, the system will automatically log you out after 20 minutes of inactivity. A session timeout countdown is provided in the top right corner for reference.

The screenshot displays the DFB and DPFD Clearinghouse interface. At the top right, a yellow warning box states: "Session Timeout will occur in 19 minutes, 52 seconds". The main header includes the BJA logo, the text "DFB and DPF D Clearinghouse", and "Denial of Federal Benefits & Defense Procurement Fraud Debarment". A navigation menu on the left lists sections: HOME, CASES, COURTS, REPORTS, and PROFILE. The main content area shows a welcome message and two tables of cases. The first table, "Cases Pending Approval by DFB Clearinghouse", has one row with ID 17083 for Pesci, Joe. The second table, "Incomplete Cases", has one row with ID 17080. A "Logout" button is visible in the bottom left, and a support contact box is at the bottom left.

Session Timeout will occur in 19 minutes, 52 seconds

Welcome To
Denial of Federal Benefits (DFB) Clearinghouse

Cases Pending Approval by DFB Clearinghouse (Click on the Clearinghouse ID or Case/Docket Number to view.)

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17083	Pesci, Joe	2:11-CR:00324-MSN-ORC	Eastern District of Virginia - Richmond	DFB	John Doe	01/10/2013

[More >>](#)

Incomplete Cases (Click on the Clearinghouse ID or Case/Docket Number to edit.)
Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17080	,	1:2R:0000200:DEM:REP	Temp	DFB	John Doe	01/07/2013

[More >>](#)

Logged in as:
John Doe

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

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Figure 42: Session Timeout Due to Inactivity

18. Logging Out of the System

Do not leave your computer unattended while logged in. Always remember to log out when you are finished using the system.

Step 1: Click on the [LOGOUT] button located at the bottom of the left-hand menu to log out of the system.

The screenshot displays the user interface of the DFB and DPFD Clearinghouse. At the top, there is a header with the BJA logo, the title "DFB and DPFD Clearinghouse", and the subtitle "Denial of Federal Benefits & Defense Procurement Fraud Debarment". A session timeout notice indicates 14 minutes and 25 seconds remaining. The main content area is divided into a left-hand navigation menu and a central display area. The navigation menu includes sections for HOME, CASES, COURTS, REPORTS, and PROFILE, with a "LOGOUT" button highlighted at the bottom. The central display area shows a welcome message and two tables of pending and incomplete cases. A "LOGOUT" button is also present in the bottom left corner of the main content area, with a yellow arrow pointing to it.

HOME

- CASES
 - Find Offender Case
 - Add New Case
 - Pending Cases
- COURTS
 - View Court
 - Add New Court Official
 - Find Court Official
- REPORTS
 - Case Reports
- PROFILE
 - Edit User Profile
 - Password Change

Logged in as:
John Doe

LOGOUT

DFB Clearinghouse Support:
Phone:(301) 937-1542
E-mail:dfb-dpfd@reisystems.com

Welcome To
Defense Procurement Fraud Debarment (DPFD) Clearinghouse

Cases Pending Approval by DFB Clearinghouse (Click on the Clearinghouse ID or Case/Docket Number to view.)

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17081	Bandera, John	1:23476:DRE:WHO:28	Eastern District of Virginia - Richmond	DPFD	John Doe	01/07/2013

[More >>](#)

Incomplete Cases (Click on the Clearinghouse ID or Case/Docket Number to edit.)
Disclaimer: Failure to submit the requested information will result in the convicted individual's name not being included in the respective debarment lists.

Clearing-house ID	Offender's Name Last, First Middle	Case/Docket Number	Court Name	Program	Entered By	Entered On (mm/dd/yyyy)
17080	,	1:2R:0000200:DEM:REP	Temp	DPFD	John Doe	01/07/2013

[More >>](#)

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Figure 43: Logging Out of the System

Appendix A – Verification Letter Template

Judicial/Prosecutorial Participant Access Request

USE OFFICIAL LETTERHEAD

To: Denial of Federal Benefits / Defense Procurement Fraud Debarment
From: <Full Name, Title>
Date:
Subject: Judicial/Prosecutorial Participant Account Access Request for the On-line DFB-DPFD System

This letter is to confirm that I <enter Full Name and Title> am an authorized official of the <enter Court or Prosecuting Agency here> who requires access to the Denial of Federal Benefits / Defense Procurement Fraud Debarment system for the sole purpose of entry of information required for denial of federal benefits under the Denial of Federal Benefits (DFB) Program as established under Section 5301 of the Anti-Drug Abuse Act of 1988 or the Defense Procurement Fraud Debarment (DPFD) Program as established under Section 815, Subsection 10 of the National Defense Authorization Act (Public Law 102-484, 10 United States Code, Section 2408).

I understand that access to this system is for authorized use only. Any unauthorized or improper use of the system is prohibited.

Signed by: _____ Date Signed: _____

Printed Name: _____ Title: _____

E-mail: _____ Phone: _____

Court/Prosecuting Agency Name and Address: _____

Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

May 2012

Appendix B – Address Data Entry Guidelines

Words Abbreviated in Address Line		Words Abbreviated in City Line but Never in Address Line		Words that are Always Spelled Out
Apartment	Apt.	Fort	Ft.	Circle
*Avenue	Ave.	Mount	Mt.	Center
Boulevard	Blvd.	Saint	St.	County
Building	Bldg.			East (unless sectional division of city)
Court	Ct.			Floor
Drive	Dr.			North (unless sectional division of city)
*Highway	Hwy.			Plain
Parkway	Pkwy.			Point
Place	Pl.			Port
Post Office	P.O.			Rural Free Delivery
Road	Rd.			Rural Route
Route	Rt.			South (unless sectional division of city)
Square	Sq.			Suite
*Street	St.			West (unless sectional division of city)
Terrace	Ter.			

Special Instructions:

- *These words are not abbreviated when used as part of the street name.

Example: 14th Street Bridge; Ninth Avenue Bldg.; 455 Highway 60

- Abbreviations indicating sectional divisions of cities such as NW, SW, NE, SE, are used when identified at the end of an address or when following a:

Example 1: 602 Vermont Ave., NW

Example 2: 103 NW Indiana Ave.

- Spell out when part of the street name:

Example: Popular Northwest Ave.

- Do not use:** c/o, dba, pka, fka or aka in the Name or Address fields.
- Do not enter data using all CAPS.
- All required fields are marked in red with an asterisk (*) on the on-line form.
- Each address field can hold a maximum of 100 characters. Use the maximum characters allowed in the first address field before entering data in the second address field.
- If street name or city is unknown, enter “Null” in the field.
- If an individual is incarcerated and the detention facility is listed as the mailing address, do not provide the name of the detention facility or street name. Use “Null” for the street address. DO enter the city, state, and zip.

10. P.O. boxes are not acceptable. Please use “Null” for the street address. DO enter the city, state, and zip.
11. The 5-digit zip code must be provided if the full street address is known. If zip code is not included in the court docs, it can be obtained at <https://www.usps.com/>.