

For: CO, IA, IN, KS, KY, MS, OH, and TX State and County Offices

**Requesting Access to the Lease and Reimbursable Agreement Tracking (LRAT) Application Pilot**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

A new web application, LRAT, will automate the following 2 existing processes:

- lease payment
- reimbursable agreement billing submissions.

Currently, lease information is submitted to Headquarters Accounting using Excel spreadsheets. All updates to lease information require that a new spreadsheet be submitted. The current process is manual and tedious to maintain. FSA-875's are approved and submitted manually by mail or FAX. The LRAT application will automate the manual creation, approval, and submission of lease information and reimbursable agreements. This application will **not** change any current processes, but automate the existing process.

Any State, county, or headquarters employee who is currently involved in communicating lease or reimbursable agreement information to their respective Agency's Headquarters Accounting must request access to the LRAT application. This pertains to the Colorado, Iowa, Indiana, Kansas, Kentucky, Mississippi, Ohio, and Texas pilot States only.

**B Purpose**

This notice provides information on requesting access to the LRAT application that will be deployed after April 15, 2010. This notice is for pilot States only.

**Note:** A forthcoming FI notice and training demonstration will provide more information about how to use the LRAT application.

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|---|---|
| <b>Disposal Date</b><br><br>May 1, 2010 | <b>Distribution</b><br><br>Above State Offices; State Offices relay to County Offices |
|---|---|

## Notice FI-2956

### 1 Overview (Continued)

#### C Contact

State Offices with questions about this notice should contact Allison Sizemore by either of the following:

- e-mail at [allison.sizemore@kcc.usda.gov](mailto:allison.sizemore@kcc.usda.gov)
- telephone at 816-926-1435.

### 2 Action

#### A State Office Action

Security Liaison Representatives (SLR's) shall:

- include State Office users on Exhibit 1 who will require access to the LRAT application
- consolidate all County Office lists into Exhibit 1
- e-mail Exhibit 1 (in Excel format) along with a signed AD-1143 to [security@kcc.usda.gov](mailto:security@kcc.usda.gov) no later than COB March 30, 2010.

**Note:** AD-1143 can be accessed from  
<http://www.ocio.usda.gov/forms/doc/AD1143.doc>.

Exhibit 1 and AD-1143 **must** be received in the same e-mail. AD-1143 may be signed by SLR or SED.

Any user who does **not** have a Level 2 eAuthentication ID can register at  
<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

**Note:** Contact the FSA Information Security Help Desk if assistance is needed at 1-800-255-2434, option 2, and option 2.

#### B County Office Action

County Offices shall:

- complete Exhibit 1 for all users who will require access to the LRAT application
- provide Exhibit 1 to SLR no later than COB March 19, 2010.

Any user who does **not** have a Level 2 eAuthentication ID can register at  
<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

**LRAT Access**

Provide the following information for all State and County Office employees needing access to LRAT. This should be sent to **security@kcc.usda.gov** in Excel format.

| <b>State:</b>  |                           |                      |                         |
|--|---------------------------|----------------------|-------------------------|
| <b>Employee Full Name<br/>(Including Middle<br/>Initial)</b> | <b>eAuthentication ID</b> | <b>Role</b>          | <b>Duty<br/>Station</b> |
| Ex. John Doe   | Jdoe                      | LRAT_FSA_StateClerk  | 29000                   |
| Ex. Jane Doe   | J136D987                  | LRAT_FSA_CountyClerk | 29003                   |
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**Note:** Roles are comprised of the following elements:

- LRAT

**Note:** This does **not** change for any user type.

- Agency, such as “FSA”
- user type, such as the following:
  - **LRAT\_FSA\_CountyClerk:** County or District users who initiate and/or approve reimbursable agreements for the County Service Center
  - **LRAT\_FSA\_StateClerk:** State Office users who initiate and/or approve reimbursable agreements and/or lease information to be sent to headquarters for any Service Center in the State.