

For: FSA State Offices

**Deploying the Lease and Reimbursable Agreement Tracking (LRAT) Application for
“Agreement” (FSA-875) Segment Only and LRAT Training**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The LRAT Web application automates 2 existing processes:

- the communication of lease payment information
- FSA-875 approvals.

LRAT:

- is capable of generating FSA-875 similar to FSA-875 on the FFAS Forms Web Site
- will **not** change any current processes, only automate the existing processes.

AD-1143 (05/09) **must** be completed for all users needing access to LRAT.

Note: NFC released a new version of the AD-1143 (04/11) that is used to request access to a NFC system. The FFAS Forms Web Site at <http://fsaintranet.sc.egov.usda.gov/fsa/> will provide access to both AD-1143 (04/11) and AD-1143 (05/09); however, for LRAT, use **AD-1143 (05/09)** that is also available on the Information Security Office Website at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Forms.aspx>.

B Purpose

This notice informs State Offices:

- that LRAT will be available beginning September 19, 2011, for FSA, NRCS, and RD
- **that users that have LRAT access may begin using the “Agreement” (FSA-875) segment**
- of training session dates and times.

Disposal Date	Distribution
December 1, 2011	State Offices

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1 Overview (Continued)

B Purpose (Continued)

State Offices shall complete **AD-1143 (05/09)** and **must** attach a spreadsheet with the list of all users needing access. The spreadsheet must include the user's name, eAuthentication ID, role needed for LRAT, e-mail address, and the preferred date to attend a training session. See:

- subparagraph 2 A for training dates and times
- Exhibit 1 for an example spreadsheet and instructions on completing the spreadsheet.

AD-1143 (05/09) and spreadsheet must be sent to FSA Security by e-mail to **security@kcc.usda.gov** and Samantha Hoffmann at **samantha.hoffmann@kcc.usda.gov**. If a user already has an LRAT role, AD-1143 (05/09) is **not** required; however, inform Samantha Hoffmann by e-mail to **samantha.hoffman@kcc.usda.gov** with the training session the user would prefer attending.

2 Training Sessions and LRAT Roles

A Training Session Dates and Times

Teleconference training sessions for **all** State Office users, that are available by calling **800-867-6144**, will be held on the following dates and times:

- Monday, September 19, with pass code, "**5159**", from:
 - 9 a.m. to 11 a.m. c.t.
 - 1 p.m. to 3 p.m. c.t.
- Wednesday, September 21, with pass code, "**6588**", from:
 - 9 a.m. to 11 a.m. c.t.
 - 1 p.m. to 3 p.m. c.t.
- Thursday, September 22, with pass code, "**2886**", from:
 - 9 a.m. to 11 a.m. c.t.
 - 1 p.m. to 3 p.m. c.t.
- Monday, September 26, with pass code, "**1722**", from:
 - 9 a.m. to 11 a.m. c.t.
 - 1 p.m. to 3 p.m. c.t.

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2 Training Sessions and LRAT Roles (Continued)

A Training Session Dates and Times (Continued)

Try to coordinate with user's State's respective RD and NRCS offices to ensure that all users are in attendance on the same date and time. All State Office employees who work with FSA-875's and/or FSA-875 payments should plan to attend. The training session will use Microsoft Office Live Meeting for screen-sharing. Ensure that users have configured Microsoft Office Live Meeting **before** the training session. A meeting request will be sent out before each training time.

B LRAT Roles

There are 4 LRAT roles as follows:

- “**FSA_LRAT_COUNTYCLERK**” that can access to create, update, and approve FSA-875's, and view leases
- “**FSA_LRAT_STATECLERK**” that can access to create, update, and approve FSA-875's, and create and view leases
- “**FSA_LRAT_HQSTATE**” that can approve FSA-875's or leases with the same access level as HQ roles, but for a specific list of States in their Agency
- “**FSA_LRAT_HQVIEW**” that can view FSA-875's for all States within their Agency.

3 Actions and Enhancements

A State Office Action

State Offices shall do the following:

- complete AD-1143 (05/09)
- complete and attach spreadsheet to AD-1143 (05/09)

Note: See example spreadsheet format and instructions for completing the spreadsheet in Exhibit 1.

- send AD-1143 (05/09) and spreadsheet attachment by e-mail to FSA Security at **security@kcc.usda.gov** and Samantha Hoffmann at **samantha.hoffmann@kcc.usda.gov**
- ensure that all 2012 FSA-875's are entered into LRAT by **November 30, 2011**.

3 Actions and Enhancements (Continued)

B Future Enhancements

The following enhancements are forthcoming:

- allowing multiple FSA-875's for a single Office Information Profile office
- e-mail functionality
- deactivating pending FSA-875's
- expanding the "Comments" section.

C Contacts

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

- Kelly Holdman by either of the following:
 - e-mail to **kelly.holdman@kcc.usda.gov**
 - telephone at 816-926-6246
- Samantha Hoffmann by either of the following:
 - e-mail to **samantha.hoffmann@kcc.usda.gov**
 - telephone at 816-926-1446.

Example of Spreadsheet Format and Instructions

A Example of Spreadsheet Format

The following spreadsheet format shall be used to provide LRAT access information as an attachment to **AD-1143 (05/09)** by e-mail to FSA Security at **security@kcc.usda.gov** and Samantha Hoffmann at **samantha.hoffmann@kcc.usda.gov**.

AD-1143 Spreadsheet Attachment for Access to LRAT				
A	B	C	D	E
Name	eAuthentication ID	Role Needed for LRAT	E-Mail Address	Training Date and Time

B Instructions for Completing the Spreadsheet to Attach to AD-1143 (05/09) for Access to LRAT

Complete the spreadsheet according to this table for each user that needs access to LRAT.

Column	Action
A	Enter user’s name.
B	Enter user’s eAuthentication ID.
C	<p>Enter role needed for LRAT from the following 4 options:</p> <p>Note: Each user may only obtain 1 role within LRAT. <u>1/</u></p> <ul style="list-style-type: none"> • “FSA_LRAT_COUNTYCLERK” that can access to create, update, and approve FSA-875’s, and view leases • “FSA_LRAT_STATECLERK” that can access to create, update, and approve FSA-875’s, and create and view leases • “FSA_LRAT_HQSTATE” that can approve FSA-875’s or leases with the same access level as HQ roles, but for a specific list of States in their Agency <p>Note: Additional State access is available through the “Add Access” functionality within LRAT.</p> <ul style="list-style-type: none"> • “FSA_LRAT_HQVIEW” that can view FSA-875’s for all States within their Agency. <p><u>1/</u> Each user will be given an Agency-specific role.</p> <p>Examples: FSA_LRAT_STATECLERK, for FSA. NRCS_LRAT_STATECLERK, for NRCS. RD_LRAT_STATECLERK, for RD.</p> <p>When completing the spreadsheet, State Offices need to distinguish for which Agency the user needs access.</p>
D	Enter user’s e-mail address.
E	Enter user’s preferred training date and time from subparagraph 2 A.