

For: State Offices

New Lease and Reimbursable Agreement Tracking (LRAT) System Enhancements

Approved by: Associate Administrator for Operations and Management



1 New LRAT System Enhancements

A Background

The LRAT Web application automates the following 2 existing processes:

- 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 AD-1143 (04/11) that is used to request access to an 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 Web Site at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Forms.aspx>.

B Purpose

This notice informs State Offices of the following new LRAT enhancements:

- LRAT will accept multiple agreements for 1 Office Information Profile site
- the following deactivation process modifications:
 - users will be able to deactivate a pending agreement without additional approval
 - users will be able to deactivate an active agreement with just State and National Office approval

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| Disposal Date | Distribution |
| June 1, 2012 | State Offices |

Notice FI-3083

1 New LRAT System Enhancements (Continued)

B Purpose (Continued)

- LRAT will support an entry of zero square feet to capture agreements that are **not** for space
- the “Offset” function will be available even if no shared space is applicable to an agreement.

Note: See 119-FI for additional guidance on these new enhancements.

C Contacts

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

- Kelly Holdman by either of the following:
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