

How to become an LRA

APHIS Local Registration Authority Supporting Department eAuthentication solution Level 2 Credential Proofing Interim Process March 2005

Purpose: This document provides information on the responsibilities of a Local Registration Authority (LRA) performing the identity proofing activity related to the approval of a Level 2 customer credential. It also provides the form that must be completed and submitted in order to request LRA training and certification. Please note that the guidance outlined in this document represents an interim process in which to follow to secure LRA training and assume the LRA responsibilities.

Background: The LRA is an integral component of the Department eAuthentication solution. The eAuthentication solution has two facets: authentication and authorization. The LRA function provides the face-to-face authentication mechanism necessary for persons outside APHIS to secure a Level 2 credential. Even though an individual obtains a Level 2 credential, access to any given business application must be established via authorization or privileges. The functions of proofing for authentication and establishing authorization must be performed by different individuals. The same person can not be responsible for both functions. Without this structured LRA approach, the entire eAuthentication integrity can be compromised.

Roles and Responsibilities

The process to become a LRA involves 4 different parties. Each role along with a brief description of the person who would assume the role follows. Also each role's corresponding responsibilities are outlined below.

1) Role: Local Registration Authority Supervisor

- *Role person description:* Supervisor of employee seeking to become a LRA

Responsibilities

- ✓ Approve and request employee LRA training.
- ✓ Verify/confirm that the employee who will perform LRA functions is not the same individual who will be establishing authorization to business applications.

- ✓ Notify the LRA Coordinator if the employment status of the employee changes, i.e. departure, termination, no longer able to perform LRA duties, etc. so that current list of LRA' s can be maintained.

2) Role: Local Registration Authority

- *Role person description:* Employee requesting to be a trained LRA. Also referred to in this document as LRA candidate.

Responsibilities

- ✓ Successfully completes the LRA training and re-certification training as required.
- ✓ Upon successful completion of the training, completes the online registration form and submits to the Department eAuthentication Help Desk.
- ✓ Verifies and confirms identification presented by credential requester.
- ✓ Notifies the LRA Coordinator of approved and rejected credentials.
- ✓ Approves or denies the credential application by accessing the eAuthentication solution and completing the request.
- ✓ As a trained LRA, you may be requested to proof customers not directly related to a specific APHIS program.

3) Role: Agency LRA Coordinator

- *Role person description:* Designated APHIS employee

Responsibilities

- ✓ Receive completed request for LRA training and subsequent required annual training.
- ✓ Approve / deny request. For approved requests, assign appropriate role to employee in order to grant access to the training website.
- ✓ Maintain a list of approved/revoked Agency LRAs.
- ✓ Coordinate with the Department eAuthentication Help Desk to remove LRA role from identified employee(s).
- ✓ Act as liaison between Department, agency LRA' s and their supervisors.

4) Role: Department eAuthentication Help Desk

- *Role person description:* USDA Department personnel

Responsibilities

- ✓ Upon receipt of the employee online registration, Help Desk will acknowledge the successful completion of training by sending an email directly to the employee and the Agency LRA Coordinator.
- ✓ Help Desk will assign the LRA role to the employee.

How to request training

- 1) Employee completes the Section A of the *“APHIS Local Registration Authority Request for Training and Acknowledge of Role Responsibilities”* form. This form is available on page 4 of this document.
- 2) Supervisor completes Section B of the *“APHIS Local Registration Authority Request for Training and Acknowledge of Role Responsibilities”* form. This form is available on page 5 of this document.
- 3) Fax the completed request to Kathy Leners, at fax (612) 336-3566.

Questions?

Please contact –

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**APHIS Local Registration Authority Request for Training and
Acknowledgement of Role Responsibilities**

**Section A. Complete employee information who is requesting
authorization to become a LRA.**

First Name _____ **Middle Initial** _____ **Last Name** _____

Place of Duty:

Address: _____

Address: _____

City _____ **State** _____ **Zip Code** _____

Telephone _____

eMail Address _____

I, the LRA candidate (employee), understand and agree to the following terms related to my role as LRA:

- 1) Successfully complete required LRA training and recertification training.
- 2) As a trained agency LRA, I may be asked on occasion to proof customers not directly related to my individual APHIS program. I will be responsible for proofing the identity of customers requesting a Level 2 credential. All credential applications processed will retain my LRA identity for tracking purposes in the event questions arise regarding the credential holder.
- 3) I will not be performing the authorization function to APHIS business application(s).

Employee Signature

Date

**Section B. Supervisor Approval for Employee to complete LRA training and
assume related LRA responsibilities.**

I, _____, the supervisor, for employee identified above
(Please print name)

understand and agree to the following terms related to the LRA role:

- 1) The LRA candidate must be employed as a USDA APHIS Federal employee, i.e. paid by the National Finance Center. Candidate cannot be employed as a contractor, partner or in other employment capacity.
- 2) Request that this individual be authorized to complete the LRA training and any subsequent recertification training as necessary.
- 3) Allow the employee to perform the authentication proofing for customers requesting a Level 2 credential. As a trained agency LRA, there may be occasions in which the employee will be asked to perform proofing to customers not directly related to an individual APHIS program.
- 4) The LRA candidate will not be performing the authorization function to APHIS business application(s).

Supervisor Signature

Date