

**APHIS LOCAL REGISTRATION AUTHORITY (LRA) PROGRAM**

**1. PURPOSE**

The Animal and Plant Health Inspection Service (APHIS) Local Registration Authority (LRA) Program gives trained Agency employees the authority to grant non-United States Department of Agriculture (USDA) employees access to USDA applications through an electronic identity verification and validation process called e-Authentication. The LRA Program implements the Government Paperwork Elimination Act (2003) by using information technology to improve service delivery to the American public. As a result, customers have more efficient and more timely electronic access to critical information used in making business decisions.

**2. BACKGROUND**

USDA offers two levels of access to Agency and Departmental applications - Level 1 and Level 2. Level 1 allows customers limited access to Web portals and applications and requires minimal identity validation. Level 2 allows customers to conduct official business with the Government and requires in person validation of identity by an LRA before access is granted.

The LRA is an integral component of the Department e-Authentication solution. The LRA function provides the face-to-face authentication mechanism necessary for persons outside USDA to secure a Level 2 credential. Even though an individual obtains a Level 2 credential, access to any given business application must be established through further authorization or privilege assignments.

**3. DEFINITIONS**

- a. **LRA.** A USDA federal employee trained to act as the “trusted entity” to validate the identity of a customer seeking Level 2 account access.
- b. **e-Authentication.** The system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.
- c. **Level 1 Access.** Customers allowed limited access to USDA Web site portals and applications requiring minimal identity validation.

- d. **Level 2 Access.** Customers allowed to conduct official electronic business transactions with USDA agencies requiring a higher degree of verification, to include the validation of each person by an LRA.

#### 4. **RESPONSIBILITIES**

The process to become an LRA involves several different parties. The roles and responsibilities of each party are outlined as follows:

- a. The **Chief Information Officer** or **Designee** will:
  - (1) Identify the need for an Agency LRA program.
  - (2) Appoint a Federal employee as the Agency LRA Coordinator.
  - (3) Ensure that the Agency LRA Coordinator receives necessary training.
- b. The **Agency LRA Coordinator** will:
  - (1) Notify the USDA LRA Coordinator of Agency appointments.
  - (2) For approved requests, assign the LRA training to the APHIS employee. Notify the LRA candidate via email of training access.
  - (3) Maintain a list of approved Agency LRAs.
  - (4) Act as liaison among the Department, Agency LRAs, and their supervisors.
  - (5) Maintain and distribute the LRA Procedures and Best Practices (see Attachment 1).
- c. The **supervisor of the employee** seeking to become an LRA will:
  - (1) Approve and request employee LRA training.
  - (2) Verify/confirm that the employee who will perform LRA functions is not the same individual who will be establishing authorization to business applications.
  - (3) Notify the Agency LRA Coordinator if the employment status of the employee changes, i.e., departure, termination, no longer able to perform LRA duties, etc., so that a current list of LRAs can be maintained.

- d. The **LRA** will:
- (1) Be a Federal employee.
  - (2) Successfully complete the LRA training and re-certification training, as required.
  - (3) Upon successful completion of the online training, complete the online registration form and submit it to the Department e-Authentication Help Desk.
  - (4) Verify and confirm identification presented by customers.
  - (5) Approve or deny customers' e-Authentication applications by accessing the e-Authentication solution and completing the request.
  - (6) Verify and validate customer credentials using the LRA Standards and Best Practices (see Attachment 1).
  - (7) Read, understand, and follow the LRA Standards and Best Practices (see Attachment 1).

NOTE: Trained LRAs may be requested to proof customers not directly related to a specific APHIS program.

- e. The **Department e-Authentication Help Desk personnel** will:
- (1) Upon receipt of the employee online registration, acknowledge the successful completion of training by sending an e-mail directly to the employee and the Agency LRA Coordinator.
  - (2) Assign the LRA role to the employee.
- f. The **customer** will:
- (1) Maintain a valid e-mail address.
  - (2) Create a User Profile and User ID at [eAuthentication](#) homepage.
  - (3) Apply for Level 2 credentials.
  - (4) Visit a USDA LRA to complete the e-Authentication process.
  - (5) Present the USDA LRA with the appropriate identification.

## 5. LRA REQUEST PROCESS

- a. The employee completes Section A of APHIS Form 106, APHIS Local Registration Authority Request for Training and Acknowledgment of Role Responsibilities (see Attachment 2).
- b. The supervisor completes Section B of APHIS Form 106, APHIS Local Registration Authority Request for Training and Acknowledgment of Role Responsibilities (see Attachment 2).
- c. Completed requests will be faxed to 612-336-3566, Attention: LRA Coordinator.

## 6. INQUIRIES

- a. Direct questions concerning this Directive to:  
USDA APHIS MRPBS ITD TMB  
100 North 6<sup>th</sup> Street  
Butler Square 6<sup>th</sup> Floor  
Minneapolis, MN 55403  
612-336-3374
- b. This Directive can be accessed on the [APHIS](#) Administrative Issuances homepage.

/s/

Marilyn Holland  
APHIS Chief Information Officer

Attachments