

LOCAL REGISTRATION AUTHORITY (LRA) PROGRAM

1. PURPOSE

The Grain Inspection, Packers and Stockyards Administration (GIPSA) Local Registration Authority (LRA) Program gives trained Agency employees authority to grant non-USDA employees access to United States Department of Agriculture (USDA) applications through an electronic identity verification and validation process called e-Authentication. The LRA Program supports the President's Management Agenda and 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 timely electronic access to critical information used in making business decisions.

2. BACKGROUND

USDA, GIPSA provides industry partners and customers with electronic access to information and the opportunity to conduct official business with the Agency through several online applications. 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 validation of identity in person by an LRA before access is granted.

USDA, GIPSA designates Agency employees to serve as LRAs and provides training to the designated employees. The USDA GIPSA LRAs are located in regional, field, and Washington, DC Headquarters offices.

3. DEFINITIONS

- a. **Local Registration Authority (LRA).** A 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, including identity validation in person by an LRA.
- e. **Service Center.** Federal Grain Inspection Service Field Office, Packers and Stockyards Regional Office, or USDA GIPSA Headquarters Office where customers visit an LRA to validate credentials needed to obtain Level 2 access. A full list of GIPSA LRAs and Service Centers can be found at www.gipsa.usda.gov

4. RESPONSIBILITIES

- a. The **Director, GIPSA Management Support Staff 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 **GIPSA LRA Coordinator** will:
 - (1) Notify the USDA LRA Coordinator of appointments.
 - (2) Serve as the Agency's liaison for LRA activities to the USDA LRA Coordinator.
 - (3) Monitor and report LRA activities to Agency leadership when requested.
 - (4) Ensure employees are trained prior to taking on LRA duties, using the LRA Training Log, GIPSA Form 333, maintained by the Agency LRA Training Coordinator (see Attachment 1).
 - (5) Maintain and distribute the LRA Standards and Best Practices (see Attachment 2).
- c. The **Agency LRA Training Coordinator** will:
 - (1) Assign the LRA training role to Federal employees seeking to be an Agency LRA.
 - (2) Maintain a complete LRA Training Log, GIPSA Form 333 (see Attachment 1). The Coordinator will use the log to record the name, location, phone number, e-mail address, and training completion date of trained LRAs.

- d. **GIPSA Supervisors** will submit a written request to the GIPSA LRA Coordinator to the Agency LRA Coordinator.

- e. **LRAs** must:
 - (1) Be a Federal employee.
 - (2) Successfully complete all mandatory LRA training.
 - (3) Serve as an LRA for USDA customers when requested.
 - (4) Notify the Agency LRA Coordinator immediately when:
 - (a) Contact information has changed,
 - (b) Leaving USDA, or
 - (c) He/she will no longer function as an LRA.
 - (5) Communicate to customers the e-Authentication process and how it relates to GIPSA applications.
 - (6) Verify and validate customer credentials using the LRA Standards and Best Practices (see Attachment 2).
 - (7) Record customer information on GIPSA Form 334, GIPSA LRA Customer Validation Log (see Attachment 3).
 - (8) Read, understand, and follow the LRA Standards and Best Practices (see Attachment 2).
 - (9) Assist customers, as needed, to ensure they can use their accounts.

- f. **Customers** will:
 - (1) Maintain a valid e-mail address.
 - (2) Create a User Profile and User ID at <http://www.eauth.egov.usda.gov>
 - (3) Apply for Level 2 credentials.
 - (4) Visit the USDA LRA at a Service Center to complete the e-Authentication process.
 - (5) Present the USDA LRA with the appropriate identification.

5. CONTACT INFORMATION

The GIPSA, Agency LRA Coordinator, can be reached at:

USDA GIPSA
Attention: GIPSA LRA Coordinator
1400 Independence Ave., SW
Room 1633-S, STOP 3642
Washington, DC 20250-3642
(202)-720-7045
gipsalracoordinator@usda.gov

6. INQUIRIES

This Directive is available on the Internet at
<http://www.aphis.usda.gov/library/gipsa/GIPSA.shtml>

/s/

James E. Link
Administrator

Attachments *

Attachment 1, GIPSA Form 333, LRA Training Log
Attachment 2, GIPSA LRA Standards and Best Practices
Attachment 3, GIPSA Form 334, Customer Validation Log

* All Attachments will be maintained on GIPSA's shared J drive at: J:/GIPSA Specific/LOCAL REGISTRATION AUTHORITY PROGRAM. This folder will be secured and for GIPSA LRA users only.