For: FSA Employees

Activity Reporting System (ARS) Quick Reference Guide

Approved by: Deputy Administrator, Field Operations

1 Using the ARS Quick Reference Guide

A Background

When ARS was initially launched in WebTA 3.8 FSA had limited control over the available codes in the system. This resulted in little change to the programs and activities available for employees. When ARS was migrated to WebTA 4.2 FSA gained the ability to create, modify, and deactivate the codes. This has resulted in many changes to ARS without corresponding changes to 21-AO.

B Purpose

This notice provides DAFO’s approval and instructions for immediate use of the Activity Reporting System (ARS) Quick Reference Guide.

Note: The quick reference guide will be used to provide immediate information related to all new programs and activities and as a vehicle to collect feedback and refine ARS guidance. The information in the quick reference guide will drive the pending update of 21-AO.

C Contacts

For questions about this notice, contact the DAFO, Business Analysis and Management Support Division (BASMD) by e-mail to ARSHelp@usda.gov.
D General Information about the ARS Quick Reference Guide

The ARS Quick Reference Guide is a working version of both of the following:

- Activity Dictionary in 21-AO, Exhibit 4
- program information areas in 21-AO, Exhibit 6.

The appendix in the guide captures other information and questions about ARS usage.

Employees are encouraged to email any comments, concerns or recommendations for additions, corrections or clarifications of the information in the guide to the email address ARSHelp@usda.gov.


If using a printed or saved copy, employees should check the date and version of the guide to determine if they are using the most recent version posted to the BAMSD website.