



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI FPI/RAC
NUMBER 8240.04
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Sales Report – FPI

/s/

Approved: Charles E. Samuels, Jr.
Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

To require the preparation and distribution of Federal Prison Industries, Inc. (FPI) sales reports to comply with the requirements of 18 U.S.C. § 4122(b)(6), which states:

“Federal Prison Industries shall publish, after the end of each 6-month period, a list of sales by the corporation for that 6-month period. Such list shall be made available to all interested parties.”

This Program Statement requires that FPI publish a report listing the Corporation’s sales every six months; at the end of the first six months of the fiscal year and an annual report at the end of the fiscal year. The report must include corporation sales for the period by:

- Federal Supply Classification (FSC) code.
- Federal agency/customer.
- Standard Industrial Classification (SIC) code.

The Department of Commerce has developed a new coding system, the North American Industry Classification System (NAICS), to replace the SIC codes. Data on FPI’s market share by FSC code is available in a separate report.

a. **Summary of Changes.** The changes to this program statement include:

Policy Rescinded

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- Removes Research, Activation, and Corporate Support (RACS) and replaces with Marketing, Research, and Corporate Support (MRACS).
- Adds “in conjunction with SAP” in Section 3, Data Collection and Collation.
- Removes the AW I&E/SOI and the Product Support Center (PSC) as recipients of the draft sales report in Section 8, Report Draft and Review.
- Removes Administrative Officer in Section 9, Report Distribution.
- Removes “mailed” and replaces with “sent” in Section 9, Report Distribution.

b. **Program Objectives.** The expected results of this program are:

- Accurate and complete sales data will be collected and collated on FPI sales.
- Semiannual FPI sales reports will be prepared and distributed.

c. **Institution Supplement.** None required. Should local facilities make any changes outside the required changes in the national policy or establish any additional local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

2. RESPONSIBILITIES

- The Marketing, Research, and Corporate Support Branch (MRACS) has primary responsibility for developing and publishing the FPI Sales Report.
- The Corporate Accountant in the Financial Management Branch (FMB) is responsible for providing the MRACS with the final sales figures for FPI for both the first 6 months of the fiscal year and the end of the year.
- MISB is responsible for obtaining data from SAP that corresponds with the FMB’s sales figures and transferring the data into the Business Warehouse module. The Business Warehouse module is currently the only medium for obtaining sales figures by FSC and SIC (and/or NAICS) codes.

3. DATA COLLECTION AND COLLATION

For the 6-month and annual FPI sales reports, the MRACS requests from the Corporate Accountant the sales figures for the corporation in writing. The Corporate Accountant provides them to the MRACS as soon as they are available.

The MRACS notifies the MISB that the figures are available and requests that the MISB transfer the data from SAP to the Business Warehouse.

The MISB reviews the data in the Business Warehouse, ensures that the sales figures match the Corporate Accountant's figures, then submits the Business Warehouse reports to MRACS.

The MRACS uses the Business Warehouse reports to create the FPI Sales Report in conjunction with SAP. Data for each factory are entered into the FPI Sales Report according to:

- FSC codes.
- SIC/NAICS codes.
- Federal Customer.

The AW I&E/SOI, Business Manager, General Manager, and Field Financial Administrator for each factory are contacted for clarification when:

- FSC or SIC/NAICS codes are determined upon review by the MRACS to be incorrect or missing.
- Variations in existing products have been added but not assigned the proper Material Group codes.

4. REPORT DRAFT AND REVIEW

The final report to the public has two sections:

- Sales by four-digit FSC code and customer.
- Sales by four-digit SIC code (and/or 6-digit NAICS).

The data collected may also be used to develop other reports to support operational needs or complete customer/industry analyses. These may include reports on:

- FPI's customer breakdown.
- Sales by FSC code.
- Sales by SIC/NAICS code.
- Sales by factory.

The MRACS sends a copy of the draft sales report to each General Manager and Business Manager for review for their plant(s). He/she requests a response within five working days as to whether they concur with the information. If the information is incorrect, the response must include the correct data. Any corrections, additions, or comments must be sent to the MRACS within five working days.

5. REPORT DISTRIBUTION

Ordinarily, FPI's Sales Report will be available approximately 90 days after receiving the Business Warehouse reports. Upon completing the FPI Sales Report, the MRACS publishes a notice on the General Services Administration (GSA) Federal Business Opportunities (FBO) website, www.FedBizOpps.gov, of the final report's availability. The notice advises the public of the FPI Sales Report's availability, and that any interested party can obtain a copy by submitting a written request to the Chief, MRACS.

When a request is received, the MRACS enters requestor data into a master database it maintains. A copy of the FPI Sales Report, containing sales by customer within each FSC code and, presently, sales by SIC/NAICS code, is sent to each requestor.

Interested parties may also obtain copies of FPI Sales Reports from Fiscal Year 1994 to the present by accessing the FPI website at <http://www.unicor.gov>.

REFERENCES

ACA Standards

None.

Records Retention

For requirements and retention guidance applicable to this program, see the Records and Information Disposition Schedule (RIDS) on Sallyport.