


**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Federal Prison Industries Sales Report**

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| Approved by |  William K. Marshall III Director, Federal Bureau of Prisons |
| DPI | FPI |
| Number | 8240.05 |
| Date | February 26, 2026 |

Summary of Changes

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| <i>Program Statement Rescinded:</i> <ul style="list-style-type: none">8240.04 Sales Report – FPI (3/24/2015) |
| <i>Changes:</i> <ul style="list-style-type: none">Removes Marketing, Research, and Corporate Support (MRACS) and replaces with Corporate Communications and Support (CCS).Updates responsibilities and procedures to reflect current practices.Updates position titles.Removes reference to the Federal Business Opportunities website and replaces with the System for Award Management website. |

1. PURPOSE AND SCOPE

Federal Prison Industries, Inc. (FPI) is required to prepare and distribute sales reports to comply with 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 FPI to publish a report listing FPI’s sales semiannually: 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 should include corporation sales for the period by:

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

a. **Program Objectives.**

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

b. **Institution Supplement.** None.

2. RESPONSIBILITIES

- The Corporate Communications and Support Branch (CCS) has primary responsibility for developing and publishing the FPI Sales Report.
- The Corporate Accountant in the Financial Management Branch (FMB) is responsible for providing CCS with the final sales figures for FPI for both the first six months of the fiscal year and the end of the fiscal year.

3. DATA COLLECTION AND COLLATION

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

CCS creates the FPI Sales Report in conjunction with data from FPI's financial information system. Data for each factory is entered into the FPI Sales Report according to:

- FSC codes.
- SIC codes.
- North American Industry Classification System (NAICS) codes.
- Federal customer.

The Operations Manager, Business Manager, General Manager, and Field Financial Administrator for each factory are contacted for clarification when:

- FSC, SIC, or NAICS codes are determined upon review by CCS 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.

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 NAICS code.
- Sales by factory.

CCS sends a copy of the draft sales report to each General Manager and Field Financial Administrator to review for their plant. They request a response within five working days on whether they concur with the information. If the information is incorrect, the response must include the correct data.

5. REPORT DISTRIBUTION

Ordinarily, FPI's Sales Report will be available approximately 90 days after CCS receives the sales figures from the Corporate Accountant. Upon completing the FPI Sales Report, CCS publishes a notice on the System for Award Management (SAM) website 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, CCS.

When a request is received, CCS 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 sales by SIC code, is sent to each requestor.

Interested parties may also obtain copies of FPI Sales Reports from recent years from FPI's website.

REFERENCES

Program Statements

None

Other References

18 U.S.C. § 4122(b)(6)

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this policy are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.