



## OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION  
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Update to Governmentwide Commercial Purchase Card Span of Control Policy

Reference: (1) Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs (DoD Charge Card Guidebook)

This memo updates Reference 1 Governmentwide Commercial Purchase Card (GPC) span of control policy in accordance with recommendations from the GPC Span of Control Working Group, and as approved by GPC's Integrated Solutions Team Governance Board. Attachment 1 supersedes Reference 1 span of control requirements for the items listed.

Span of control updates are deemed necessary in light of changing program dynamics and increased oversight burdens placed on GPC oversight personnel over time. As the GPC micro purchase threshold has increased multiple times over the years, additional oversight has been required as the average dollar value and the types and complexity of the GPC supplies and services being purchased has increased. Agency / Organization Program Coordinators (A/OPCs) and other GPC oversight officials have also been required to fulfill additional duties related to statutory and regulatory *DoD Charge Card Guidebook*, Federal Acquisition Regulations, and Defense Federal Acquisition Regulation Supplements requirements, including complying with FY19 NDAA Section 889(a)(1) requirements. These dynamics warranted a reduction in the number of GPC accounts an A/OPC is authorized to oversee, and the flexibility for Component Program Managers to deviate from updated span of control ratios when sufficient compensating controls are in place.

These updated span of control requirements will be incorporated into the next update to Reference 1 or its successor document. My point of contact is Ms. Sheila McGlynn who can be reached at [sheila.a.mcglynn.civ@mail.mil](mailto:sheila.a.mcglynn.civ@mail.mil).

J. Lisa Romney  
Director, Contracting eBusiness  
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Attachment 1 – *DoD Charge Card Guidebook* Span of Control Requirements [Appendix K, Internal Management Controls for the GPC Program, Paragraphs 8.a – 8.c]

Change From:

- a. The number of CH accounts assigned to a Managing Account (assigned to AO/BO) shall not be more than seven.
- b. An individual may not be assigned more than three CH Accounts.
- c. An A/OPC shall not be responsible for more than 300 GPC Accounts (CH and Managing Accounts combined).

To:

- a. The number of CH accounts assigned to a Managing Account (assigned to A/BO) shall not be more than seven.
- b. An individual may not be assigned more than three CH Accounts.
- c. An A/OPC shall not be responsible for more than 250 GPC Accounts (CH and Managing Accounts combined.) This ratio will be re-evaluated biennially.
- d. The CPM has authority to approve deviation from the ratios in paragraphs 8.a – 8.c on a case-by-case basis for specific agency locations provided the organization can establish that sufficient local oversight and compensating controls are in place.
  - For the ratios in paragraphs 8.a and 8.c above, compensating controls include, at a minimum, briefing the cognizant Head(s) of Activity on the deviation(s) and any related ramifications, during all subsequent Semi-Annual Head of Activity Review (SAHAR) briefing(s) in which the deviation(s) remain in place.
  - For the ratio in paragraph 8.b, as the SAHAR does not report on the number of CH Accounts assigned to an individual, other compensating controls would need to be in place for any deviation(s) the CPM approves.