

## FCPN# FY04-13 Span of Control

**Note: IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.**

The Department of Navy eBusiness Operations Office has established 2,000 transactions per month as a maximum span of control for the Fleet Card Program. This means that *any one person* (APC, Alternate APC, Transportation Coordinator, Certifying Official, or Accountable Official) may not manage/certify more than 2,000 transactions per month. If your account averages more than this, you must divide the management / certification between appropriate alternates, so that each person will not exceed this maximum.

Currently 98% of Navy accounts average less than 500 transactions per month. However, as organizations consolidate and reorganize, they could exceed this threshold, resulting in the requirement to divide management/certification responsibilities between appropriate alternatives.

All Fleet Card Periodic Notices (FCPNs) are located on our website under the Policy tab. Please send any questions/comments to [fleet\\_card@navsup.navy.mil](mailto:fleet_card@navsup.navy.mil).

Helpdesk

Navy Fleet Card Component Program Manager (CPM)

DON eBusiness Operations Office

Card Management Office

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