

# 5101.603-3 Appointment.

(a) Appointing officials will utilize the Virtual Contracting Enterprise (VCE) Warrant Tool to appoint, suspend, terminate and otherwise document and maintain a complete file for each Contracting officer. The file will include documentation of qualifications and the continuation of professional proficiency. The appointing official will update the files in the VCE Warrant Tool upon any change in the Contracting officer's authority, and will review the files no less than biennially to ensure compliance with statutes and regulations.

- **5101.603-3-90 Other individuals authorized to procure supplies and services on behalf of the Army.**
- **5101.603-3-91 Restrictions.**

**Parent topic:** 5101.603 Selection, appointment, and termination of appointment for Contracting officers.