

# 5115.303-1 Appointments.

(a) Contracting activities shall submit nominations for SSA appointment to the AAE, DASA(P) or Senior Services Manager as indicated in Table 5115-1 of this section. Each nomination must include the following:

(1) A memorandum from the HCA or SCO to the DASA(P) requesting the appointment of the nominee as SSA.

(2) A biography of the SSA nominee detailing the training, knowledge, and experience that qualifies them for this appointment.

(3) A memorandum for the record signed by the supporting legal office, ethics counselor, detailing the ethics briefing conducted with the nominee for this source selection, and verification the nominee's final disclosure report has been reviewed and not potential conflicts of interest were identified.

(4) Request for Source Selection Appointment documents for DASA(P) or AAE signature should be sent encrypted email to: [usarmy.pentagon.hqda-asa-alt.list.saal-ps-staff@army.mil](mailto:usarmy.pentagon.hqda-asa-alt.list.saal-ps-staff@army.mil).

**Parent topic:** [5115.303 Responsibilities.](#)