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### AFMC PGI 5307.104 General Procedures

(a) In order to develop a sound acquisition strategy, AFMC acquisition personnel are encouraged to engage the local Acquisition Center of Excellence (ACE) and others as appropriate, including Contracting, Financial Management, Staff Judge Advocate, Small Business and other technical experts.

(b) AFMC/CA is the Early Strategy & Issues Session (ESIS) authority for AFPEO/CM acquisitions > $100M to <$1B unless further delegated by AFMC/CA. See the [AFPEO/CM ESIS template](https://cs2.eis.af.mil/sites/10263/projects/Services/Acquisition%20Templates/ESIS%20template.pptx). To schedule an ESIS for programs where AFMC/CA is the approval authority, send an email notification to AFMC/PK Workflow with the following information: name of program, program office POC, estimated dollar value, projected need date for the ESIS, status of RAD, projected ASP date, RFP release date, and contract award date.