

**BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND**



**AIR COMBAT COMMAND  
INSTRUCTION 36-2854**

**23 DECEMBER 2015  
Certified Current 23 May 2016**

**Personnel**

**AIR COMBAT COMMAND (ACC)  
UTILIZATION RATE (UTE) DOWN  
DAY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: HQ ACC/A3T,  
(Col. Nathan E. Hill)

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. This instruction establishes the ACC UTE Down Day Program and provides implementation guidance to all ACC units. This instruction does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC); however, CAF Classic Associate units will comply with the guidance provided within this instruction. Ensure that all records created as a result of process prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Forward recommendations for changes or improvements to this instruction through channels to Headquarters (HQ) ACC/A3T, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789, on AF Form 847, Recommendation for Change of Publication.

**SUMMARY OF CHANGES**

Corrects OPR references throughout the document, due to changes in ACC office symbols. Clarifies the documents' applicability by removing ambiguous phrasing. Allows commanders of ACC flying units to award a unit down day if the unit meets or exceeds its sortie goals

**1. General Guidance:**

1.1. **Program Objective.** The ACC UTE Down Day Program allows commanders of ACC flying units to award a unit down day if the unit meets or exceeds its sortie goals.

## 1.2. Responsibilities:

1.2.1. The intent of the ACC UTE Down Day Program is to reward exceptional productivity in accomplishing the command's primary mission and motivate ACC personnel. All unit personnel are involved and contribute to achieving the goal. For all organizations, commanders will tie UTE Down Days to accomplishments that can be understood by all. There is a direct connection between individual effort and unit performance.

1.2.1.1. Flying wing commanders may award a UTE Down Day to their organizations if they meet or exceed monthly sortie goals derived from their flying hour program as described in paragraph **1.2.1.1.1**. Commanders of organizations not assigned to flying wings may use performance measures they deem appropriate. Examples of performance measures that could be selected are force preservation, combat potential, quality of life, sustaining infrastructure, managing OPTEMPO, and managing cost. Note: A UTE Down Day should not be awarded if an ACC Family Day is already planned for that month.

1.2.1.1.1. Monthly sortie goals will be derived from the unit's annual FHP flow plan. If the unit meets or exceeds its sorties programmed for the month, it will consider the goal met.

1.2.1.2. UTE Day planning and execution will be in accordance with ACCI 21-165, paragraph 4.5.3. Units should plan for the possibility of executing a UTE day each month, however monthly flying programs will not be built to achieve flying goals without the sorties scheduled for the UTE Day. The awarding of a UTE day should be a result of achieving better than expected overall attrition/flying rates across the month. Organizations not assigned to flying wings will periodically reexamine their selected performance measures to ensure they are adequately challenging and fostering continuous improvement.

1.2.1.3. Total Force Integration (TFI)/Classic Associate Units: A sustained, collaborative scheduling effort is required to ensure both Air Reserve Component (ARC) and ACC wings are prepared to meet Combatant Commander (CCDR) steady state and surge taskings. Coordination is required for scheduled events (e.g. monthly UTE down days, UTA weekends, family days, etc.). Each wing should develop processes to ensure coordination on all pertinent operational and training matters. All units must achieve their monthly sortie goals in order for a flying wing commander to award a UTE Down Day for the entire wing.

1.2.1.4. Commanders will make allowances for critical personnel required to perform official duties on UTE Down Days by providing them an alternate day off.

1.2.2. When awarded a UTE day, civilian employees should be allowed a liberal leave day. This allows civilian employees to utilize any earned leave, compensatory, credit or leave without pay status on a UTE day.

HERBERT J. CARLISLE, General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

CAFI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, 23 Apr 2013

***Adopted Forms***

*AF Form 847, Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AFPD**—Air Force Policy Directive

**ARC**—Air Reserve Component

**A3T**—Flight Operations Division

**CAF**—Combat Air Forces

**CCDR**—Combatant Commander

**HQ**—Headquarters

**OPR**—Office of Primary Responsibility

**OPTEMPO**—Operations Tempo

**TFI**—Total Force Integration

**UTE**—Utilization Rate

***Terms***

**Classic Associate**—AD component unit retains principal responsibility for weapon system or systems; shares with one or more ARC/ANG units.

**Total Force**—The US Air Force organizations, units, and individuals that provide the capabilities to support the Department of Defense in implementing the national security strategy. Total Force includes Regular Air Force, Air National Guard of the United States, and Air Force Reserve military personnel, US Air Force military retired members, US Air Force civilian personnel (including foreign national direct- and indirect-hire, as well as non-appropriated fund employees), contractor staff, and host-nation support personnel.

**Utilization Rate (UTE)**—For ACC aircraft, the UTE is expressed in the number of sorties flown per aircraft per month.