



**DEPARTMENT OF THE AIR FORCE  
INTER-AMERICAN AIR FORCES ACADEMY  
JOINT BASE SAN ANTONIO-LACKLAND TEXAS**



11 January 2024

**MEMORANDUM FOR RECORD**

**FROM:** TOP, 837 TRS, IAAFA

**SUBJECT:** Procedures for use of Project X

1. This Memorandum for record outlines the procedures governing the use of Project-X facilities, a dynamic space designed to challenge the mind and body. Safety measures and rules have been implemented to ensure the protection of users and the proper use of equipment. It is imperative that all users familiarize themselves with and strictly adhere to these guidelines to maintain a secure environment for the diverse activities conducted within Project-X.

2. Project X procedures:

- a. Users will contact and await confirmation via email from the facility manager, specifying an agreed-upon date for key pickup to access the facilities.
- b. Prior to facility use, users will complete a safety checklist provided by the facility manager.
- c. Safety equipment, including gloves and helmets, is mandatory and must be personally procured, as it will not be provided.
- d. After use of the facility, users are required to email pictures of equipment placement and stations that were utilized to facility manager: [david.linden.1@us.af.mil](mailto:david.linden.1@us.af.mil) or [david.martos@us.af.mil](mailto:david.martos@us.af.mil) to verify proper storage and ensuring proper maintenance of equipment.
- e. Users seeking a facility walkthrough must schedule a date and time with the facility manager.
- f. Users are obligated to promptly report any identified safety hazards to the facility manager.

3. For any more inquiries regarding Project-x please contact TSgt Linden [david.linden.1@us.af.mil](mailto:david.linden.1@us.af.mil) or MSgt Martos [david.martos@us.af.mil](mailto:david.martos@us.af.mil).

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