



United States
Department of
Agriculture

Forest
Service

Cleveland National
Forest

Trabuco Ranger District
1147 East 6th Street
Corona, CA 92879-1616
(909) 736-1811
(909) 736-3002 FAX
CRS 1-800-735-2922

File Code:2700

Date: August 31, 2004

Lease/Permit Holder

Dear Lease/Permit Holder:

The Trabuco Ranger District of the Cleveland National Forest will soon be replacing the Trabuco District Electronic User's Association "MEDECO" lock that is currently used to lock the gates that access all of the communication sites on the District. These sites include Sierra Peak, Pleasants Peak, Modjeska Communication Site, Santiago Peak, and Elsinore Peak. The purpose of this change is two-fold. First, we realize that over the last 20 years countless keys have been made to fit this lock, and there is no way to know how many individuals, no longer involved with communication activities on the District, have this key. Therefore, it no longer provides the restricted access that was intended. Second, after discussions with the User's Association, a mutually agreed upon decision was made that the Forest Service, the Lease Holders, and the User's Association would best be served if an independent locksmith facilitated all key purchases, accounting, and distribution for the new lock system. In February, 2004, the User's Association sent out a letter to all of the Lease Holders regarding this matter.

For the last several weeks we have been making phone calls to all Lease/Permit Holders to verify the number of keys that they will need for themselves and their building occupants, and also to obtain the name of the correct contact person that will be responsible for ordering these keys from the designated locksmith. If you have not yet provided this information to Jake Rodriguez or Sally Harmon, of the Trabuco Ranger District, please contact them immediately or you might not be able to access your facilities in the event of a Forest closure. **We anticipate that the new locks will be in place on September 20, 2004. To ensure that you have access as we approach this date, we recommend that you take both the old and the new key with you when you go to your site until you verify that the new lock is in place. You can also call this office to verify this information.**

If you have already given your information to us, then all you will have to do to obtain your keys is call the locksmith and officially place your order, arrange for payment, and pick-up the keys. Keys will be ready for pick-up on September 13, possibly sooner if you get your order in early. If you do not remember how many keys you requested, the locksmith will have a record of it. The keys will cost \$12.00 each. This price includes a \$3.00 overage that will be applied as a store credit. This credit will be used by the Trabuco District to use for the purchase of replacement and additional locks and administrative keys. You will only be authorized to order the number of keys that you told us you need. The locksmith cannot make more keys for a company than has been authorized by the Forest Service. Due to the large number of occupants in the electronic facilities, only one individual from each Lease/Permit Holder's company will be authorized to obtain the keys. It will their responsibility to distribute the keys to the building



occupants. If you would like to verify the name of the individual that will be authorized to pick-up the keys or the number of keys allowed for your company, please contact Jake Rodriguez or Sally Harmon of the Trabuco Ranger District. It is important that you order, from the locksmith, the full amount of keys that you told us that you will require, since the locksmith is giving the Lease/Permit Holders a bulk order discount. If justifiable, we can arrange to get you additional keys above your initially ordered. This must, however, be arranged through the Trabuco Ranger District and you might not be able to get the bulk discount on keys in future orders.

To protect the integrity of this system, we expect that you will mandate that your employees and occupants return keys to you that are no longer needed. Please keep in mind that it is a privilege for you to have locks on the gates, access to most of the roads on the District, and access to the District when the Forest is closed. We expect you to reaffirm to your employees and occupants that they must be responsible for their key use and can only use them for official work purposes. Unauthorized duplication is strictly prohibited. The Trabuco District will assign a number to each Lease/Permit Holder, which will be stamped on the key, hence making misuse traceable to the corresponding Lease/Permit Holder.

Once this new system is fully operational, the gates at Santiago Peak and Sierra Peak will be locked. Please re-lock these gates whenever you go through them.

Please remember that although this may seem like a laborious process, the purpose of it is to help facilitate your operations by allowing you, your occupants, and contractors' access to your facilities, on National Forest System lands, during closures when access to the general public is not permitted.

The selected locksmith is COMLOCK SECURITY GROUP. They are located at 302 W. Katella Ave., Orange, CA 92867. Their telephone number is (714) 633-1499 or (800) 794-4161. The Comlock representative handing this file is REX WALLACE. We strongly recommend that you contact him as soon as you receive this letter, since this is a time sensitive matter and it could take more than a week to receive your keys, depending on the locksmith's workload. You may officially place your order by speaking to Rex directly or by leaving a voice mail for him.

If you find that the locks have been changed and you have not received your keys, depending on availability, you may be able to check out a key from the Trabuco Ranger District, Corona Ranger Station, on a 1 day basis Monday thru Friday between 8:00 am and 4:30 pm. However, this will be laborious and time consuming for both parties.

If you have any questions regarding the above, please contact Jake Rodriguez at (951) 736-1811 ext. 3275 or Sally Harmon at (951) 736-1811 ext. 3235.

Sincerely,


KEITH W. FLETCHER
District Ranger