



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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☆☆
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DEPARTMENTAL BULLETIN NO. 1-10

25 January 2010

**NEW JERSEY NATIONAL GUARD TRAINING CENTER
2010 INFORMATION SHEET - BILLETING PROGRAM**

1. AVAILABILITY:

a. New Jersey National Guard Training Center is available for vacation use to the following personnel in the following priority sequence:

- (1) Members of the New Jersey National Guard to include spouse and children of deployed Guard
- (2) Retired New Jersey National Guard Personnel
- (3) Active Duty members of the Senior Army Advisor's/Inspector General's Office
- (4) Civilian Employees of the NJ Department of Military & Veterans Affairs
- (5) Active Duty

b. The applicant must be present each day when other members of his/her group are occupying quarters.

c. Only one military member of each family may apply for vacation use each season. Cutoff time for accepting applications is 1630 Hours on 1 April 2010. A decision on received applications will be made by 1 May 2010. After this date, any weeks that have not been booked, will be on a first come, first served basis.

d. The facilities listed in paragraph 2 are available from Saturday 29 May 2010 to Saturday 2 October 2010. Those dates not picked will be available on a first come, first served basis. The dates available for this year are:

29 May-5 Jun 10	17 Jul-24 Jul 10	4 Sep-11 Sep 10
5 Jun-12 Jun 10	24 Jul-31 Jul 10	11 Sep-18 Sep 10
12 Jun-19 Jun 10	31 Jul-7 Aug 10 ARNG Top Recruiter*	18 Sep-25 Sep 10
19 Jun-26 Jun 10	7 Aug-14 Aug 10 ANG Top Recruiter*	15 Sep-2 Oct 10
26 Jun-3 Jul 10	14Aug-21 Aug 10	
3 Jul-10 Jul 10	21Aug-28Aug 10	
10 Jul-17 Jul 10	28Aug-4 Sep 10	

* Quarters 64A only other Quarters (3 and 6) are available

- e. Eligible applicants may rent only one unit at a time.
- f. In the event of an unscheduled military requirement (Federal or State Mobilization), all approved civilian requests for the time period involved will be canceled with a minimum of 24 hours notice by telephone or written notification, and deposits returned thereafter.
- g. The Training Center Director reserves the right to cancel reservations or vacate the post in the event of a natural, man-made, or mechanical disaster.
- h. The Adjutant General reserves the right to cancel any/all approvals at any time.

2. FACILITIES AVAILABLE:

a. All Cottage Quarters have a TV with cable, VCR or DVD, refrigerator, microwave, quilted spreads, pillows, telephones, coffee pots, dishes, stove, cookware and utensils. Bath linens and bed linens are provided. **Daily Maid Service is not provided.** A brief description of available facilities is given below:

(1) **Cottage Quarters:** Consists of three units each with air conditioning and heat.

(a) Minimum seven (7) night stay during summer season Saturday through Saturday.

(b) Bldg #3 (Two Story) has two bedrooms, double (bed) pull-out couch, 1-1/2 bath, living room, dining room and kitchen.

(c) Bldg #64A (One Story) has three bedrooms, double (bed) pull-out couch, 1 bath, living room, dining area, kitchen and enclosed porch. This building is adjacent to Stockton Lake with limited safety and security fencing for child safety.

(d) Bldg#6 (One Story) has 1 bedroom (1 Double bed), double pull-out couch, 1 bath, living room and kitchen.

(e) Each cottage has a propane BBQ Grill, outside table and chairs, outside shower, and outside deck area.

(2) **R/V Sites:** Nine sites with water, sewer, and 30 amp electric hook-up. Sites are available 28 May 10 through 3 Oct 10. ***NOTE: Due to environmental studies being conducted and proposed bulkhead replacement camp sites usage for the summer of 2010 may have to be scaled back. Right now we are looking at closing Camp Sites 6 through 9 for 2010.***

(a) Minimum of a two-night stay during the period 28 May 10 through 3 Oct 10. Maximum stay is two weeks.

(b) Campers will be provided with a key for access to the bathhouse which will be kept locked. No smoking is allowed in the bathhouse, or any other facility on the Post.

(c) No open flames (campfires, torches) are allowed.

(d) No discharging of gray water is allowed.

(e) No pets are allowed.

(f) No tents are allowed.

(g) POV's and military vehicles are not permitted on the beach.

b. **Other Facilities/Activities:** Crabbing, fishing, playground and picnic tables.

c. **Prohibited Activities:** *No Jet Ski's, boats, Kayaks, or surfboards are allowed.*

3. **RATES/PAYMENT:** The rates listed below will be charged to reimburse the cost of administration, cleaning, beach parking fees, utilities and maintenance associated with the vacation use of the facility. Definition of Users: **OFFICIAL USERS** – Personnel on official business with orders or a memorandum certifying their status. **NON-OFFICIAL USERS** – Personnel authorized to use the facilities but are not on official duty. **CHARGES ARE AS FOLLOWS:**

(1) Official Quarters Users: \$45.00 per day

(2) Non-Official Quarters Users:

a. Quarters#3 and Bldg #64A \$55.00 per night (Not handicapped accessible) Qtrs #3 maximum six (6) adults, Qtrs #64A maximum eight (8) adults)

b. Quarters 6 \$50.00 per night (Handicap accessible) (Maximum four (4) adults)

(3) Camp Sites \$25.00 per night (Pop-Ups-less than 20 ft)
\$30.00per night (Large R/V-more than 20 ft)
(Maximum visitor cars two (2)

(4) Beach Parking: \$5.00 per week (for two vehicles)

4. SUBMISSION AND APPROVAL OF REQUESTS:

(1) Cottage Quarters:

a. All requests must be submitted to the NJ National Guard Training Center, ATTN: Billeting Office, Bldg #7, PO Box 251, Sea Girt, NJ 08750; or faxed to 732-974-5969; or emailed to Eileen.Foster@njdmava.state.nj.us. The request must be submitted on the attached 2010 application form. Application must be completed and signed. Telephone requests will not be accepted. Every effort will be made to select the first date requested, but to the limited number of Quarters available this may not happen.

b. Requests will be made for periods of up to seven days for any one submission. Requests for additional periods of use in the same year will be considered, provided space is available.

c. A member of the Director, NGTC Office will contact requesting individuals to confirm reservations once they have been selected for a cottage. Once contacted and confirmed the member must submit a *non refundable* deposit check made payable to the NGTC Billeting Fund in the amount of \$150.00, and sent to the Director, NGTC, within 10 working days to lock in the reservation. Once the final selection date is announced there will be *no* changes and *no* refunds.

d. Cancellations must be made by the authorized users and are *non-transferable*. Applicants must notify the Billeting Office at least 20 working days in advance for a cancellation.

(2) Camp Sites:

a. The Billeting Office will accept reservations by telephone each Wednesday during the period 26 April – 27 September 2010 between 0900-1200 Hours. Billeting Office telephone number is 732-974-5951.

b. Cancellation must be made by the authorized users and are non-transferable. Billeting Office must be notified three days in advance for a cancellation.

5. PAYMENTS:

(1) Cottage Users: Payments must be--

a. Made by check or money order, payable to NGTC Billeting Fund. *Cash is not accepted.*

b. Made no later than Tuesday of the week of your stay to the Billeting Office located in Bldg #7, Room #132 Commandant's Office during duty hours.

(2) Campers: Payments must be--

a. Made by check or money order, payable to NGTC Billeting Fund. *Cash is not accepted.*

b. Made upon arrival at either the Front Gate or at the Billeting Office located in Bldg #7, Room #132 during duty hours.

6. ACTIONS AT THE NJ NATIONAL GUARD TRAINING CENTER:

(1) Cottage Users:

a. Check in will be at the main gate after 1400 Hours (2:00 p.m.) on Saturday. Keys will be issued by the Gate Security Guard.

b. Check out **must** be accomplished not later than 1000 Hours (10:00 a.m.) on the Saturday of your departure as the contract cleaning service must clean all three buildings by 1400 Hours. Failure to comply will delay check in for others, and may be action to prevent future use of the facilities.

c. Leave used beds unmade or stripped, pile dirty towels on floors, empty refrigerator and dispose of garbage in the proper receptacles. You may leave the key with the Gate Security Guard.

d. One (1) Beach Parking space is provided for Quarters 3, 6 and 64A. There are signs on the right hand side of the road so indicating towards the beach.

(2) Campers:

a. Check in will be at the Main Gate 1200 Hours (12:00 p.m.) or after on the day of your arrival with the Gate Security Guard who will issue a Permit and a list of rules to be complied with. Permit is to be displayed on the dashboard of your vehicle. Campers are not to park in the Beach Parking areas.

b. Check out will be at 1100 Hours (11:00 a.m.) the day of your departure. Failure to comply may bar you from future use of the sites.

c. Key to bathhouse to be left with the Gate Security Guard upon departure.

7. ACTIONS WHILE OCCUPYING QUARTERS AT THE NJ NATIONAL GUARD TRAINING CENTER:

a. Quiet time is observed from 2200 Hours (10:00 p.m.) until 0800 Hours (8:00 a.m.). There will be no loud talking, radios, laughter, etc. Common courtesy for all users of our facilities must be exercised. If police officers are called to intervene for any reason, you and/or the guest involved will ***lose*** your privileges to use the post. Reminder that no more than two (2) additional visitor vehicles, e.g., cars or pick-ups are allowed to visit the Camp Sites.

b. There may be children playing in and around quarters. Driving on post should be done with extreme caution. ***The speed limit on post is 20 MPH.***

c. ***No pets*** are allowed on this facility.

d. ***No furniture or equipment*** will be moved from its present placement.

- e. *No vehicles* of any kind will be driven by unlicensed drivers.
- f. There is ***NO SMOKING*** in any building and/or Quarters on the Training Center.
- g. Children under the age of 18 playing in and around beach, playground and Museum ***must*** have adult supervision at all times. Usage of these areas is at your own risk.
- h. ***No vehicles on the beach, no persons/vehicles authorized in the dunes, and no persons/vehicles are authorized in the clearly marked environmental restricted areas.***

8. FAILURE TO COMPLY: Use of these facilities is a privilege, not a right. Failure to follow our rules may cause your stay to be terminated without refund, possible additional charges for any repairs or additional cleaning services required. You may also be barred from using NGTC facilities in the future and/or from entry onto the NGTC Training Center.

9. BEACH PARKING FEE: A weekly Beach Parking Fee of \$5.00 may be accessed for cottage and camp site users. Vehicle passes will be provided for the time that you stay, and will be turned in upon departure. The fee will be applied to the cost of beach operations, e.g., beach cleaning, lifeguards, facilities cleaning, etc.; and future proposed projects, e.g., a new beach bath house, a beach pavilion, equipment for the beach, volleyball equipment, etc.

9. POINT OF CONTACT:

- a. If you have any questions, please contact the NGTC Billeting Office at 732-974-5951 or Email us at eileen.foster@njdmava.state.nj.us .
- b. Our 24 Hour Fax line is 732-974-5969.
- c. We are looking forward to your visit and hope it is a pleasant one.
- d. Please include an email address for speedy confirmation.

OFFICIAL:



DAVID S. SNEDEKER
Chief Information Officer
Director, Information and Administrative
Services Division

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D, E, F

1 Encl

**NATIONAL GUARD TRAINING CENTER
CHARGEABLE QUARTERS
BILLETING APPLICATION 2010**

DATE: _____

Full Name:		Official Stay:	
Mailing Address:		NON-Official Stay:	
Unit of Assignment:		Rank/GS:	
Home Phone:	ARNG Yes ___ No ___	RETIRED Yes ___ No ___	
Work Phone:	ANG Yes ___ No ___	ACTIVE Yes ___ No ___	
CIV Yes ___ No ___	DMAVA Yes ___ No ___	OTHER Yes ___ No ___	
Email Address:			

Number of Personnel in Party: Adults ___ Children Boys ___ Children Girls ___ Total ___

POV ___ Yes ___ No License No. _____ Make: _____ Year: _____

Requested Dates & Quarters: Please list first, second and third choices:

1. Date _____ Quarters _____
2. Date _____ Quarters _____
3. Date _____ Quarters _____

When was the last time you utilized billets at Sea Girt, and what Building did you stay in?

Year: _____ Building: _____ Never: _____

STAYING IN THESE QUARTERS IS A PRIVILEGE NOT A RIGHT. FAILURE TO FOLLOW OUR RULLES MAY CAUSE YOUR STAY TO BE TERMINATED WITHOUT REFUND, AND YOU MAY INCUR ADDITIONAL CHARGES FOR ANY REPAIRS OR ADDITIONAL CLEANING SERVICES REQUIRED. YOU MAY ALSO BE BARRED USING NGTC QUARTERS IN THE FUTURE AND/OR FROM ENTRY ONTO THE NGTC TRAINING CENTER.

ALL LIVING QUARTERS MUST BE CLEANED, CLEARED AND KEY TURNED IN TO THE GATE HOUSE BEFORE 1000 HOURS ON DAY OF DEPARTURE. NO PETS ALLOWED, NO VEHICLES PERMITTED ON BEACH, NO SMOKING IN STATE/FEDERAL BUILDINGS.

I have read and agree with post regulations and hereby request quarters.

(Signature)