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DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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☆☆
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Major General
The Adjutant General

TAG MEMORANDUM 24-03*

1 March 2024

NEW JERSEY NATIONAL GUARD TRAINING CENTER
2024 INFORMATION SHEET – BILLETING PROGRAM

1. Quarters 1, 3, and 6:

a. Availability:

(1) Quarters 1 will be opened to all active and retired New Jersey National Guard (NJNG) Soldiers and Airmen at the rank of O-6 and above, WO-5, E-9, and New Jersey Department of Military and Veterans Affairs (NJDMAVA) Division Directors and above. Priority will be in the following order:

- (a) Current and former Adjutants General
- (b) Current and former General Officers
- (c) Current and former Deputy Adjutants General, Assistant Adjutants General, Directors of Joint Staff, Land Component Commanders, Chiefs of Staff-Air
- (d) Current and former Command Chief Warrant Officers
- (e) Current and former State Command Sergeants Major, State Command Chiefs
- (f) Current and former Deputy Commissioners of Veterans Affairs, Chief of Staff-Army, Director of Staff-Air and Chief of the Joint Staff
- (g) Current and former Senior Enlisted Advisor to Assistant Adjutants General
- (h) Current O-6, E-9, NJDMAVA Division Directors

****This Memorandum supersedes TAG Memorandum 23-01, dated 6 March 2023.***

(2) Quarters 3 and 6 will be opened to the following with priority to current and retired NJNG Soldiers and Airmen:

(a) All Department of Defense (DoD) uniformed personnel with their accompanying family members and guests.

(b) DoD, Department of Army (DA), or National Guard Bureau civilian/contract personnel with their accompanying family members and guests.

(c) Retired military personnel (with valid identification card) with their accompanying family members and guests.

(d) NJDMAVA personnel.

b. Definition of Season:

(1) Summer season: 25 May 2024 through 7 September 2024.

(2) Off Season: 8 September 2024 through 23 May 2025.

c. Definition of Users:

(1) Non-Official Users – Personnel authorized to use facilities, but not on official Federal Department of Defense business travel.

(2) Official Users – Personnel on official travel with orders or a memorandum certifying their status. Additionally, military personnel on Inactive Duty Training (IDT), Annual Training (AT), or Active-Duty for Training (ADT) status.

d. Submission and Consideration of Requests:

(1) A minimum seven (7) night stay is required during the summer season. Rentals for recreational use will run from Saturday to Saturday, beginning 25 May 2024 to 7 September 2024. Beach access will close 7 September 2024.

(2) Only one (1) servicemember of each family may apply for use.

(3) Due to the limited number of quarters, applicants will not be given Quarters 1, 3, or 6 in consecutive years unless there are unfilled dates after the completion of the lottery.

(4) Summer season rental requests are to be made on the attached 2024 Quarters Application. Cutoff time for accepting applications is 1530 hours (3:30 pm) on 19 April 2024. Applications can be submitted upon publication of this Memorandum. By applying, applicant certifies that they have read through this Memorandum.

(5) Application can be submitted by email or mail. Telephonic requests will not be accepted:

(a) Mailing address – National Guard Training Center, 100 Camp Drive, Building 7, Attention: Victoria Lizaire, Sea Girt, NJ 08750.

(b) Email address – Victoria.Lizaire@dmava.nj.gov

(6) Consideration will be made for the dates requested, but due to the limited amount of quarters, this may not occur. Applications with more than one (1) day listed are encouraged. No more than four (4) dates will be considered.

(7) A decision on received applications should be made by 30 April 2024.

(8) Priority for both summer season and off-season rentals will be given to military training. A three-night minimum is required.

(9) In the event of unscheduled military training or response to federal or state emergencies that conflict with rentals, all approved requests for the time-period may be canceled by telephone or written notification. Any payments rendered, less any nights already used, will be returned thereafter.

(10) NGTC reserves the right to cancel reservations in the event of a natural or man-made disaster, or a mission essential requirement.

(11) The Adjutant General reserves the right to cancel any rental approvals at any time.

e. Quarters 1, 3, and 6 Descriptions and Rates:

(1) Each of the quarters have air condition and heat, Smart TV with cable/Wi-Fi, refrigerator, microwave, cookware, utensils, coffee pots, dishes, stove, blankets, bed linens, pillows, and bath linens. Daily maid service is not provided. Occupants are required to keep the facilities clean. Each Quarter also has a propane grill, outside table and chairs, and an outside deck/porch area.

(2) Distinguished Visitor Quarters (Quarters 1) has five (5) bedrooms. There are two (2) bedrooms that have one (1) king size bed each, two (2) bedrooms with one (1) queen size bed in each, and one (1) bedroom with two (2) queen size beds. **Please note, one (1) of the bedrooms which contains one (1) bed will be shut down and not available during this summer season.** Quarters 1 also has three (3) bathrooms which include one (1) full size bathroom, one (1) half bathroom, and one (1) bathroom with a walk-in shower. Quarters 1 includes a full-size kitchen, dining room, enclosed porch, and living room. Also included is a dishwasher, as well as a washing machine and dryer. Quarters 1 will be eligible to all active and retired NJNG servicemembers at the rang of O6 and above, WO5, E9, and NJDMAVA Division Directors.

(a) The rate for Quarters 1 is \$110.00 per night.

(3) Quarters 3 has two (2) bedrooms, one (1) with a king size bed, and the other with two (2) queen size beds. Quarters 3 also has one and a half baths, a living room, dining room, kitchen, dishwasher, washer, and dryer.

(a) The non-official rate for Quarters 3 is \$100.00 per night.

(b) The official rate for Quarters 3 is \$90.00 per night.

(4) Quarters 6 has one (1) bedroom with a king size bed, a queen size futon, one (1) bath, living room, kitchen, dishwasher, and stove. Quarters 6 **does not** have a washer and dryer.

(a) The non-official rate for Quarters 6 is \$90.00 per night.

(b) The official rate for Quarters 6 is \$80.00 per night.

f. Payments and Cancellations:

(1) Rental fees subsidize the cost of administration, cleaning, utilities, and maintenance associated with the use of the buildings.

(2) Payment in full via credit card is due no later than seven (7) business days prior to the check-in date. Payment is to be made via telephone at 732-974-4500. If we have not received payment within those parameters, the reservation will be canceled, and the Quarters will be offered to the next applicant.

(3) Cancellations must be made by the selectee at least ten (10) business days prior to the approved arrival date in order to receive a refund, less one night's stay. Reservations are non-transferable.

g. Actions while Occupying Quarters 1, 3, or 6:

(1) Check in will be at the NGTC Active Control Point (ACP) at 1500 hours (3:00 pm) on the Saturday of arrival. Early check-in is not permitted. Keys will be issued at the ACP.

(2) Check out will be **no later than 1000 hours (10:00 am) on the Saturday of departure. NO EXCEPTIONS. Cleaners will enter at 1000 hours.** Keys are to be dropped off at the ACP.

(3) Before departure, remove linens from all used beds and place at the foot of the bed. Empty the refrigerator, dishwasher, dryer, and dispose of all garbage in the outside garbage receptacle next to the garage. The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future if excessive cleaning is required.

(4) No more than two (2) additional vehicles (four additional visitors) are authorized for the quarters.

(5) Quarters 1, 3, and 6 all contain a binder that provides information on rules, local information, and emergency guidance.

(6) Maintenance issues are to be reported to 732-974-4500.

(7) Damage and repairs to any of the quarters, beyond normal maintenance, due to negligence caused by the occupant, including loss of building keys, is the responsibility of the occupant(s) for remittance. The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future.

h. Service Animals and Emotional Support Animals:

(1) Under the provisions of the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Service animals are permitted on post.

(a) The Superintendent's office must be notified in advance if a service animal will be on post. This is to ensure that the ACP guard is aware and permits entry to NGTC.

(2) An emotional support animal provides comfort just by being with an individual. Emotional support animals have not been trained to perform a specific job or task, and do not qualify as service animals under the ADA. **Emotional support animals are not permitted on post.**

2. Billeting Facility:

a. Availability and Reservations:

(1) Priority of fill for the Billeting Facility is TRADOC courses and scheduled training events. Federal DoD personnel and military personnel in drill status or conducting military business during the workweek at NGTC may use the Billeting Facility at the Official rate (depending on availability).

(2) Other federal personnel, state employees, and law enforcement personnel may also utilize the facility at the non-official rate (depending on availability).

(3) The Billeting Facility is not authorized to be used for recreational purposes.

(4) TRADOC course attendees will coordinate check-in/check-out and fee payment through the 254th Regiment Course Manager. Other training courses will coordinate directly with NGTC staff. A roster must be provided to the Billeting Manager at Jacob.Daly@dmava.nj.gov at least one (1) week prior to the check in date.

(5) The Billeting Facility consists of eight (8) private rooms, eight (8) semi-private rooms with shared bathrooms, and fifty-four (54) double occupancy room with shared bathrooms.

(6) Reservations are secured through the Billeting Office Monday – Friday between 0800 hours (8:00 am) and 1500 hours (3:00 pm) at 732-974-4573.

b. Rates for Official Travel:

- (1) Private Room - \$40.00 per night
- (2) Semi-Private Room - \$35.00 per night
- (3) Double Occupancy Room - \$35.00 per night per bed

c. Rates for Non-Official Travel:

- (1) Private Room - \$46.00 per night
- (2) Semi-Private Room - \$41.00 per night
- (3) Double Occupancy Room - \$41.00 per night per bed

d. Actions While Occupying the Billeting Facility:

(1) Check-in for any non TRADOC individual shall be coordinated through the Course Manager. For all others, check-in should be coordinated directly with the Billeting Office.

(2) Check-out is no later than 1100 hours (11:00 am) on the day of your scheduled departure. **The key will expire at that time.** A binder shall be in each room, containing additional information, including rules, local information, and emergency guidance.

(3) Before departure, please empty refrigerator and dispose of garbage in the proper receptacles. Keys and any equipment or supplies signed out must be returned to the front desk.

(4) There is no smoking with fifty (50) feet of the building.

(5) Credit and debit cards are the only acceptable form of payment.

3. NGTC Rules and Regulations:

a. The speed limit on post is 25 MPH. The speed limit is 10 MPH when passing servicemember and law enforcement officer formations. Driving on post should be done with extreme caution.

b. Quiet time shall be observed from 2200 hours (10:00 pm) until 0800 hours (8:00 am). There shall be no loud disturbances. Common courtesy for all guests of our facilities and the area residents must be exercised. If law enforcement is called to intervene, guests involved may lose their privileges to use installation facilities.

- c. No pets are authorized on post, unless as indicated in Paragraph 1-h.
- d. No furniture or equipment shall be moved from its present placement.
- e. No vehicles of any kind shall be driven by unlicensed drivers.
- f. Smoking is not authorized in any building.
- g. Jet skis, boats, kayaks, or surfboards are not authorized.
- h. When lifeguards are not on duty, swimming is at your own risk.
- i. Vehicles (civilian, state, and/or military) are not authorized on the beach. All vehicles must park in authorized areas.
- j. Persons and vehicles are not authorized on dunes or in the clearly marked environmental restricted areas.
- k. Portable heaters, hot plates, or portable cooking appliances are not authorized.
- l. No mini-bikes permitted.
- m. No metal detectors permitted.
- n. No aerial systems (drones) permitted.
- o. The Superintendent reserves the right to cancel reservations or stays during rentals for any instance of disorderly conduct or disruption of the peace. No refunds will be honored.

4. Pavilion and East Picnic Area:

- a. Use of either the Pavilion or the East Picnic Area is by reservation only.
- b. Quarters guests are not permitted to use the Pavilion without reservation and/or a Use Agreement.
- c. A Letter of Intent requesting reservation of the Pavilion or the East Picnic Area must be requested and submitted through Victoria.Lizaire@dmava.nj.gov at least sixty (60) days prior to your requested use date. An email will be sent to you once your request for reservation is reviewed to confirm if the facilities requested are available for use.
- d. Alcohol is not permitted without a Use Agreement and the proper insurance. If use of alcohol is requested, it must be indicated on the Letter of Intent. Users who violate the no alcohol rule will no longer be permitted to hold an event on post.

e. Occupants must properly dispose of trash and remove all belongings. Damage and repairs beyond normal maintenance, due to negligence caused by the occupant is the responsibility of the occupant(s) for remittance. The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future.

f. Rain dates are not permitted.

(a) **Point of Contact:** The point of contact for this memorandum is Victoria Lizaire, by telephone – 732-974-4500, or via email – Victoria.Lizaire@dmava.nj.gov



LISA J. HOU, D.O.
Major General, NJARNG
The Adjutant General

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

2024 NEW JERSEY NGTC QUARTERS APPLICATION FORM

Each field must be filled out completely or application will not be considered.

Name: _____ Rank: _____

Address: _____ Title: _____

Unit/Org: _____

Telephone #: _____

Email: _____

The Superintendent’s office must be notified in advance if an ADA certified service animal will be brought on post to ensure that the ACP Guard is aware and permits entry to NGTC. Emotional support animals are not permitted.

Requested Quarters & Dates (please list first, second, third and fourth choice) - Only one Quarters may be requested:

Summer Season ends 7 September 2024. There will be no beach access after 7 September 2024.

Date Range: _____ Quarters # 1, 3, 6 (only circle one)

Date Range: _____ Quarters # 1, 3, 6 (only circle one)

Date Range: _____ Quarters # 1, 3, 6 (only circle one)

Date Range: _____ Quarters # 1, 3, 6 (only circle one)

When was the last time you utilized Quarters at Sea Girt? **Quarters will not be given to user in consecutive years.**

Year: _____ Quarters #: _____ Never: _____

POV: Yes / No License Plate: _____ Make: _____ Model: _____ Year: _____

Staying in the Quarters is a privilege, not a right. Failure to follow NGTC Rules may cause your stay to be terminated without refund. Additional costs will be incurred for any repairs or additional cleaning services. You may also be barred from using NGTC facilities in the future and/or from entry on to NGTC. The quarters must be cleaned, cleared, and key turned in to the Access Control Point before 1000 hours on day of departure. No vehicles permitted on the beach. No smoking in state/federal Buildings.

I have read the 2024 Billeting and Lodging Program and agree with Post regulations.

(Signature)