



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

☆
MICHAEL L. CUNIFF
Brigadier General
Acting Adjutant General

DEPARTMENTAL BULLETIN NO. 2*

10 January 2012

**NEW JERSEY NATIONAL GUARD JOINT TRAINING CENTER
2012 INFORMATION SHEET - BILLETING PROGRAM**

1. AVAILABILITY:

a. New Jersey National Guard Joint Training Center (NGJTC) 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 Offices

(4) Civilian employees of the NJ Department of Military & Veterans Affairs

(5) Active Duty personnel

(6) National Guard Members from other states and/or retired members of the military

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 30 March 2012. A decision on received applications should be made by 4 May 2012. Persons will be notified via email and/or phone call as to their selected date and cottage. After this date, any weeks that have not been booked, will be on a first come, first served basis starting with those that are already on the list.

d. The facilities listed in paragraph 2 are available from Saturday 26 May 2012 to Saturday 29 September 2011. Those dates not picked will be available on a first come, first served basis starting with those that are already on the list. The dates available for this year are:

* *This Departmental Bulletin supersedes Departmental Bulletin 1-11 of 1 March 2011.*

| | | |
|------------------|------------------|------------------|
| 26 May-2 Jun 12 | 14 Jul-21 Jul 12 | 1 Sep-8 Sep 12 |
| 2 Jun-9 Jun 12 | 21 Jul-28 Jul 12 | 8 Sep-15 Sep 12 |
| 9 Jun-16 Jun 12 | 28 Jul-4 Aug 12 | 15 Sep-22 Sep 12 |
| 16 Jun-23 Jun 12 | 4 Aug-11 Aug 12 | 22 Sep-29 Sep 12 |
| 23 Jun-30 Jun 12 | 11 Aug-18 Aug 12 | |
| 30 Jun-7 Jul 12 | 18 Aug-25 Aug 12 | |
| 7 Jul-14 Jul 12 | 25 Aug-1 Sep 12 | |

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 and/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 therefor occupants are required to keep the facilities clean.** 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 (2) bedrooms with double bed in each, double (bed) pull-out couch, 1-1/2 bath, living room, dining room and kitchen with washer and dryer.

(c) Bldg #64A (one story) has three (3) bedrooms with double bed in each, double (bed) pull-out couch, one (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 one (1) bedroom (one (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 available, and outside deck area.

(f) ***No PETS*** are allowed.

(g) **No jet skis, boats, kayaks, or surfboards are allowed.**

(h) *No more than two (2)* additional cars (four [4] additional visitors) authorized each Cottage.

(2) **R/V Sites:** Nine (9) sites with water, sewer, picnic table, charcoal grill, and 30 amp electric hook-up. Sites are available 26 May 2012 through 30 September 2012.

(a) Minimum of a two (2)-night stay during the period 26 May 2012 through 30 September 2012. Maximum stay is two (2) consecutive 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) *No more than two (2)* additional cars (four [4] additional visitors) authorized each Campsite.

(h) **No jet skis, boats, kayaks, or surfboards are allowed.**

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

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:**

a. Official Quarters Users: \$45.00 per day

b. Non-Official Quarters Users:

- | | |
|------------------------------|--|
| (1) Quarters#3 and Bldg #64A | \$55.00 per night (not handicapped-accessible) Qtrs #3 maximum six (6) adults, Bldg #64A maximum eight (8) adults |
| (2) Quarters 6 | \$50.00 per night (handicapped-accessible) Maximum four (4) adults |
| (3) Camp Sites | \$25.00 per night (Pop-Ups-less than 20 ft) \$30.00 per night (Large R/V-more than 20 ft) Maximum visitor cars two (2) |

4. SUBMISSION AND APPROVAL OF REQUESTS:

a. **Cottage Quarters:**

(1) All requests must be submitted to the NJ National Guard Joint 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, by 30 March 2012. The request must be submitted on the attached 2012 application form. Applications must be completed and signed. Telephone requests will not be accepted. The NGTC Billeting Form Application is available on line at http://www.nj.gov/military/publications/forms/NGJTC_Billeting_Form.pdf . Every effort will be made to select the first date requested, but because of the limited number of Quarters available this may not happen. Therefore, it is imperative that more than one date be listed on the priority list.

(2) Requests will be made for periods of up to seven (7) days for any one submission. Requests for additional periods of use in the same year will be considered, provided space is available.

(3) A member of the Office of the Director, NGJTC 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, NGJTC, within 10 working days to lock in the reservation. ***Once the final selection date is announced there will be no changes and no refunds.***

(4) 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.

b. **Camp Sites:**

(1) The Billeting Office will accept reservations by telephone each Wednesday during the period 18 April – 19 September 2012 between 0900-1200 Hours. Billeting Office telephone number is 732-974-5951.

(2) 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:

a. **Cottage Users:** Payments must be--

(1) Made by check or money order, payable to “NGTC Billeting Fund.” ***Cash is not accepted.***

(2) 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.

b. **Campers:** Payments must be--

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

(2) 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 NGJTC:

a. Cottage Users:

(1) 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.

(2) 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 (3) buildings by 1400 Hours. Failure to comply will delay check-in for others, and may be action to prevent future use of the facilities.

(3) 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.

(4) 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 each Quarter number, and fairly close to the beach entrance.

b. Campers:

(1) 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.

(2) 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.

(3) Key to bathhouse to be left with the Gate Security Guard upon departure.

7. ACTIONS WHILE OCCUPYING QUARTERS AND CAMPSITES 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 (CIVILIAN AND/OR MILITARY) 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 NGJTC facilities in the future and/or from entry onto the NGJTC Training Center.

9. POINT OF CONTACT:

- a. If you have any questions, please contact the NGJTC 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

MICHAEL L. CUNNIFF
Brigadier General, NJANG
Acting Adjutant General

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

1 Encl

**NATIONAL GUARD JOINT TRAINING CENTER
CHARGEABLE QUARTERS
BILLETING APPLICATION 2012**

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 NGJTC QUARTERS IN THE FUTURE AND/OR FROM ENTRY ONTO THE NGJTC 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)