



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. CUNNIFF
Brigadier General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 1-17*

1 February 2017

**NEW JERSEY NATIONAL GUARD TRAINING CENTER
2017 INFORMATION SHEET - BILLETING PROGRAM**

1. AVAILABILITY:

a. New Jersey National Guard Training Center (NGTC) billeting is available for recreational 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 members.

(2) Active Duty personnel assigned to the NJNG to include members of the Senior Army Advisor and Inspector General Offices.

(3) Retired New Jersey National Guard personnel.

(4) Federal and State civilian employees of the New Jersey Department of Military and Veterans Affairs (NJDMVA).

(5) Active Duty personnel from all services assigned in New Jersey.

(6) Active and retired Service Members from other States and Territories.

b. Applicants must be present each day when other members of their group are occupying quarters. Under no circumstances are eligible members permitted to rent cottages for noneligible personnel.

* *This Departmental Bulletin supersedes Departmental Bulletin 7-16 dated 22 November 2016.*

c. Only one military member of each family may apply for vacation use each season. Cutoff time for accepting applications is 1630 hours (4:30 p.m.) on 28 February 2017. A decision on received applications should be made by 15 March 2017. Selectees will be notified by mail, 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 Thursday, 25th May 2017 through Friday, 29 September 2017. 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:

25 May – 2 June	7 July – 14 July	18 Aug – 25 Aug
2 June – 9 June	14 July – 21 July	25 Aug – 1 Sep
9 June – 16 June	21 July – 28 July	1 Sep – 8 Sep
16 June – 23 June	28 July – 4 Aug	8 Sep – 15 Sep
23 June – 30 June	4 Aug – 11 Aug	15 Sep - 22 Sep
30 June – 7 July	11 Aug – 18 Aug	22 Sep – 29 Sep

* (8 day rental Memorial Day week)

e. Eligible applicants may rent only one unit at a time.

f. In the event of an unscheduled military requirement (e.g. Federal or State Mobilization), all approved 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 reserves the right to cancel reservations or vacate the post in the event of a natural or man-made disaster, or mission essential requirement.

h. The Adjutant General reserves the right to cancel any/all approvals at any time.

2. FACILITIES AVAILABLE:

a. All rental cottages have a Smart TV with cable/wifi, refrigerator, microwave, cookware, utensils, coffee pots, dishes, stove, cookware, utensils, blankets, bed linens, pillows, and bath linens. *Daily maid service is not provided. Occupants are required to keep the facilities clean.* A brief description of available facilities is given below:

(1) Rental Cottages: Consists of three (3) units each with air conditioning and heat.

(a) A minimum seven (7) night stay is required during the summer recreational season. Rentals will be from Friday through Friday, except the first weekend. Memorial Day week, will consist of an 8 day stay (25 May-2 June).

(b) VIP Quarters. Building #1 sleeps fourteen (14) and has five (5) bedrooms with a King size bed in two (2) bedrooms, a Queen size bed in two (2) bedrooms, two Queen size beds in one (1) bedroom, and a Queen pull out couch. It also includes a full eat-in kitchen, dining room, enclosed porch and living room. The kitchen includes a dishwasher, as well as a washer

and dryer. General Officers have priority for any week. For unoccupied weeks, the VIP Quarters will be opened to all Active New Jersey Air and Army National Guardsmen at the rank of O6, CW5, and E9.

(c) Building #3 sleeps eight (8) and has two (2) bedrooms with a King size bed in one (1) bedroom, two Queen size beds in one (1) bedroom, and a Queen pull-out couch, 1-1/2 bath, living room, dining room and kitchen with dishwasher, as well as a washer and dryer.

(d) Building #6 sleeps four (4) has one (1) bedroom with a King bed, a Queen pull-out couch, 1 bath, living room and kitchen, dishwasher, washer, and dryer (no oven).

(e) Each cottage has a propane BBQ grill, outside table and chairs, two beach chairs, an outside shower, and outside deck/porch 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) RV Sites: Nine (9) sites with water, sewer, picnic table, charcoal grill, and 50 amp electric hook-up. Sites are available 26 May 2017 through 29 September 2017.

(a) Minimum of a two (2)-night stay is required on weekends during the period 25 May 2017 through 29 September 2017. 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, boat, 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, utilities and maintenance associated with the use of the facility.

a. Definition of Users:

(1) **OFFICIAL USERS** - Personnel on official business with orders or a memorandum certifying their status.

(2) **NON-OFFICIAL USERS** - Personnel authorized to use the facility, but not on official duty.

b. Charges:

(1) Official Quarters Users: Q1-\$70.00 per night; Q3-\$60.00 per night; Q6-\$50 per night.

(2) Non-Official Quarters Users:

LOCATION	COST	NOTES
Quarters #1	\$85.00 per night	Not handicapped accessible. Maximum nine (9) adults.
Quarters #3	\$75.00 per night	Not handicapped accessible. Maximum six (6) adults.
Quarters #6	\$65.00 per night	Handicap accessible. Maximum four (4) adults.
Camp Sites	\$30.00 per night	Pop-Ups – less than 20 ft. Maximum visitor cars two (2).
	\$35.00 per night	Large R/V – more than 20 ft. Maximum visitor cars two (2).

4. SUBMISSION AND APPROVAL OF REQUESTS:

a. Rental Cottages:

(1) Application requests must arrive at the NGTC no later than 28 February 2017. The request must be submitted on the attached 2017 billeting application form. The application must be completed and signed.

(2) Requests may be submitted by mail, fax, hand delivered, or email. Telephonic requests will not be accepted.

NJ National Guard Training Center
 ATTN: Billeting Office, Bldg #7
 PO Box 251
 Sea Girt, NJ 08750

FAX Number: (732) 974-5969
 Billeting Number: 732-974-5951
 Email: Victoria.lizaire@dmava.nj.gov

(3) Consideration will be made for the dates requested, but due to the limited number of Quarters available, this may not occur. Therefore, it is imperative that more than one (1) date be listed on the priority list. However, no more than three (3) dates will be considered and they will

only be considered for the published dates. Applications with additional dates, or dates that are inconsistent with the Friday to Friday published dates will not be considered.

(4) Requests will be made for the published Friday to Friday periods, seven (7) days, for any one (1) submission. Requests for additional periods of use in the same year will be considered on a space available basis after the initial selection process has been completed.

(5) A NGTC billeting official will contact requesting individuals to confirm reservations once they have been selected for a cottage. Once contacted and confirmed, the member must submit a deposit check made payable to the NGTC Billeting Fund in the amount equal to one (1) night's stay; Q1-\$85; Q3-\$75; Q6-\$65. Deposit checks must be received at the NGTC Billeting Office within ten (10) working days of their confirmation in order to lock in the reservation. ***Once the final selection date is announced there will be no changes and no refunds for reservations not cancelled within ten (10) working days.***

(6) Applicants must notify the Billeting Office at least ten (10) working days in advance for a cancellation. Cancellations must be made by the authorized users within ten (10) working days of the approved arrival date. Reservations are ***non-transferable.***

b. Camp Sites:

(1) The Billeting Office will accept reservations by telephone each Wednesday during the period 5 April 2017 - 24 September 2017 between 0900 – 1200 hours (9 a.m. – 12:00 p.m.). The Billeting Office telephone number is (732) 974-5951.

(2) A deposit equal to the single day camp site rate (\$30/\$35) must be received within two (2) weeks of receiving approval of camp site selection. Cancellation must be made by the authorized users and is non-transferable. Billeting Office must be notified five (5) days in advance for a cancellation to receive a refund. Failure to notify the Billeting Office will result in forfeiture of deposit.

5. PAYMENTS:

a. Rental 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, 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 after duty hours, or at the Billeting Office located in Bldg #7, Room #132, during duty hours.

6. ACTIONS AT THE NGTC:

a. Cottage Users:

(1) Check-in for Quarters #1, #3 and #6 will be at the Main Gate after 1500 hours (3:00 p.m.) on Friday. Keys will be issued by the Gate Security Guard.

(2) Check-out for Quarters #1, #3 and #6 is 1000 hours (10:00 a.m.) on the Friday of your departure. There are no exceptions.

(4) Before departure, strip all beds of blankets and sheets, pile sheets and dirty towels on the floor, empty refrigerator and dispose of garbage in the proper receptacles. You may leave the key with the Gate Security Guard.

(5) One (1) Beach Parking space is provided for each cottage. There are signs on the right hand side of the road approaching the beach indicating each parking space.

b. Campers:

(1) Check-in will be at the Main Gate 1200 hours (12:00 p.m.) or later on the day of your arrival. The Gate Security Guard who will issue a Permit and a list of rules to be complied with. Permits are to be displayed on the dashboard of vehicles. Campers are *not* permitted to park in the assigned Beach Parking areas.

(2) Camper check-out will be at 1100 hours (11:00 a.m.) the day of your departure.

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

7. ACTIONS WHILE OCCUPYING QUARTERS AND CAMPSITES AT THE NGTC:

a. Upon arrival, an information pamphlet will be provided. In addition, each Cottage contains a binder that provides information on Post rules, local information and emergency guidance. Renters must review these documents.

b. Quiet time is observed from 2200 hours (10:00 p.m.) until 0800 hours (8:00 a.m.). There will be no loud disturbances. Common courtesy for all guests of our facilities and area residents must be exercised. If law enforcement officials are called to intervene, you and/or the guest involved will *lose* your privileges to use the post recreational facilities. Remember, no more than two (2) additional motor vehicles are allowed to visit the cottages or camp sites.

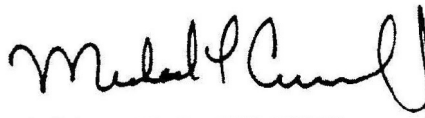
c. *The speed limit on post is 20 MPH.* Driving on post should be done with extreme caution as student and troop activities, as well as children from from visiting families, may be present.

- d. *No pets are allowed on this facility.*
- e. *No furniture or equipment will be moved from its present placement.*
- f. *No vehicles of any kind will be driven by unlicensed drivers.*
- g. *There is NO SMOKING in any building and/or Quarters on the Training Center.*
- h. Children under the age of 18 playing in and around the beach, playground and Museum **must** have adult supervision at all times. Usage of these areas is at your own risk.
- i. *No vehicles (CIVILIAN AND/OR MILITARY) are permitted on the beach.* All vehicles must park in authorized parking areas.
- j. *No persons and/or vehicles are allowed on the dunes.*
- k. *No persons/vehicles are 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, and 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 NG Training Center.

9. POINT OF CONTACT:

- a. If you have any questions, please contact the NGTC Billeting Office at (732) 974-5951, or email at Victoria.lizaire@dmava.nj.gov or FAX (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.



MICHAEL L. CUNIFF
Brigadier General, NJANG
The Adjutant General

OFFICIAL:

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

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

APPENDIX 1

NATIONAL GUARD TRAINING CENTER
RECREATIONAL QUARTERS
BILLETING APPLICATION 2017

DATE: _____

Full Name: _____

Official Stay: _____

Mailing Address: _____

Non-Official Stay: _____

Unit of Assignment: _____

Rank: _____

Home Phone: _____

Work Phone: _____

Duty Status (Circle one) ARNG, ANG, ACTIVE, RETIRED: _____, DMAVA(Fed/State), OTHER: _____

Email Address: _____

Number of Personnel in Party: Adults ____ Children ____ Total ____

POV: Yes / No License Plate: _____ Make: _____ Model: _____ 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? Year: _____ Building: _____ Never: _____

STAYING IN THESE QUARTERS IS A PRIVILEGE NOT A RIGHT. FAILURE TO FOLLOW OUR RULES 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 FROM 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 (10:00 A.M.) 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)