



**State of New Jersey**  
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*Major General*  
*The Adjutant General*

**TAG MEMORANDUM 24-02**

**1 March 2024**

**NEW JERSEY NATIONAL GUARD TRAINING CENTER**  
**2024 INFORMATION SHEET – RECREATIONAL VEHICLE (RV) SITES**

**1. Recreational Vehicle Sites:**

- a. There are currently 9 Recreational Vehicle (RV) sites on the National Guard Training Center (NGTC) ranging in sizes between 42' and 123'.
- b. All RV sites have water, sewer, picnic tables, charcoal grills, and 50-Amp electrical hookup.

**2. Eligibility:**

- a. NGTC RV sites are available to the following authorized occupants for training and recreation. **Proof of eligibility will be required upon check in.**
  - (1) All Department of Defense (DoD) uniformed personnel
  - (2) DoD, Department of the Army (DA), or National Guard Bureau civilian/contract personnel
  - (3) Retired Military personnel
  - (4) Disabled veterans who possess a service-connected identification card
  - (5) New Jersey Department of Military and Veterans Affairs (NJDMAVA) personnel
  - (6) New Jersey State Police personnel
  - (7) New Jersey Department of Corrections personnel
  - (8) New Jersey Juvenile Justice Commission personnel
  - (9) New Jersey Division of Criminal Justice personnel

b. **Your eligibility status is required, and proof of eligibility must be provided to the Access Control Point (ACP) upon checking in.** Failure to provide proof of eligibility will result in denial to access the post, cancelation of your reservation, and your payment will be forfeited.

c. Applicants must be present each day when other members of their group are occupying the RV site. Under no circumstances can the site be sub-rented out by user.

### 3. Definition of Seasons:

a. Summer Season: May 25, 2024 to September 7, 2024:

(1) There will be no beach access after September 7, 2024.

b. Off Season: September 8, 2024 to May 24, 2025.

### 4. Definition of Users:

a. Official Users:

(1) Military personnel on official travel with orders or a memorandum certifying their status.

(2) Military personnel on Inactive Duty Training (IDT) or Annual Training (AT) status.

b. Non-Official Users:

(1) Personnel authorized to use facilities but not on military official travel, IDT, or AT.

### 5. Reservations:

a. Reservation requests for the summer season will begin Monday, April 1, 2024. **The requests will be taken via application only. No calls or walk-ins will be accepted.** Reservation requests may be submitted online at <https://www.nj.gov/military/admin/departments/ngtc/mwr.shtml>. A NGTC staff member will the contact requestor upon receipt of the application, in the order that it was received.

b. Reservation requests for the off-season will be accepted throughout the year. Requests for the off season will also be accepted via application only. Requests for the off season may be submitted online at <https://www.nj.gov/military/admin/departments/ngtc/mwr.shtml>. A NGTC staff member will the contact requestor upon receipt of the application, in the order that it was received.

(1) Please be advised, the water will be shut off during the off-season and the bath house will be closed. RV must be self-sustainable.

(2) If an off-season request includes dates that fall into the beginning of the summer season, the application will not be submitted until the summer period is open on April 1, 2024.

c. Submission of the application does not constitute a reservation for the dates requested. A reservation is not valid until a NGTC staff member contacts the requestor, confirms the dates are available, and accepts payment.

(1) When submitting the reservation request online, all applicants must confirm they have read the Privacy Act Statement and the Statement of Understanding.

d. All reservations are first come, first served, based on the order the application was received through the website. Any reservation requested through the phone, email, walk-ins, or left on the phone as a message is considered null and void.

e. Due to the limited number of sites and the high volume of requests, RV reservations will be limited as follows:

(1) Individuals are limited to two (2) total reservations, per summer season:

(a) Reservations cannot be held consecutively.

(b) Only one holiday reservation is permitted, which would count as one of the two reservations allowed.

(2) A minimum of a two (2) night stay is required, with the maximum night stay being six (6) nights. There are no exceptions.

(3) Applicant is not permitted to request an RV site for another individual.

f. Extension of an existing reservation must be requested at least five (5) days prior to your arrival date during the summer season and is based on availability. The extension cannot exceed the six (6) night standard per reservation.

(1) Changing to another spot to continue the extension is not authorized.

(2) If your request for an extension is within the guidelines, submit your request to [Theodore.Berry@dmava.nj.gov](mailto:Theodore.Berry@dmava.nj.gov).

(3) The Access Control Point is not permitted to make or extend reservations.

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

h. NGTC reserves the right to cancel reservations to vacate the post in the event of a natural or man-made disaster, or mission-essential requirement.

i. The Adjutant General (TAG) reserves the right to cancel any/all rental approvals at any time.

**6. Rates and Payment:**

a. Payment in full is due upon confirmation of a reservation:

(1) Non-Official Summer Season Rate - \$45.00 per night

(2) Official Summer Season Rate - \$40.00 per night

(3) Non-Official Off-Season Rate - \$35.00 per night

(4) Official Off-Season Rate - \$30.00 per night

b. Payment is to be made in the form of Visa or Mastercard only (debit or credit).

**7. Cancellations:**

a. Cancellations must be emailed to [Theodoroe.Berry@dmava.nj.gov](mailto:Theodoroe.Berry@dmava.nj.gov) at least fifteen (15) business days prior to the approved arrival date in order to receive a refund, less one night's stay. Reservations are non-transferable. There will be **no refund** within fifteen (15) days of the arrival date.

b. Cancellations by the requestor due to weather **will not** be refunded.

c. No-shows will not receive a refund.

**8. Check-In and Check-Out:**

a. Check-in will be at the Access Control Point after 1300 hours (1:00 pm) on the day of your scheduled arrival:

**(1) NGTC Security at the Access Control Point will require your proof of eligibility pursuant to Paragraph 2-b:**

**(a) Failure to provide proof of eligibility will result in denial to access the post, cancelation of your reservation, and your payment will be forfeited.**

(2) An electronic key card will be provided for the bathhouse. The key will expire at 1100 hours on the day of your departure.

(3) NGTC Security will also provide you with a permit and a list of rules. Permits are to be displayed on the dashboard or window of your RV.

b. Check-out will be no later than 1100 hours (11:00 am) on the day of your departure.

**(1) You are not authorized to park your RV anywhere on post, including the beach parking lot, after your check-out time.**

**9. Actions While Occupying the RV Sites:**

- a. Open flames (campfires, fire pits, torches, etc.) are not permitted.
- b. Tent camping is not permitted.
- c. No more than one (1) additional car is authorized to each RV site.
- d. No vehicle parking on the grass. Vehicle must be in your assigned RV site or in an unmarked parking spot.
- d. RV site switching is not permitted.
- f. No pets are authorized on post, unless as indicated in Paragraph 10.
- g. Discharging of gray water is not permitted.
- j. Refer to Paragraph 11 for the NGTC post rules and regulations.

**10. Service Animals and Emotional Support Animals:**

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

**(1) 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) Failure to report the service animal in advance to the Superintendent's Office will result in denial of access to the post, cancelation of your reservation, and your payment will be forfeited.**

**(3) If a service animal is out of control and the handler does not take effective action, the individual will be asked to remove the service animal from the premises.**

**(4) Owner must clean up after their service animal.**

**(5) The point of contact to report the service animal would be [Theodore.Berry@dmava.nj.gov](mailto:Theodore.Berry@dmava.nj.gov).**

b. 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 a service animal under the ADA. **Emotional support animals are not permitted on post.**

**11. NGTC Rules and Regulations:**

a. The speed limit on post is 25 MPH, however when passing service member and law enforcement officer formations or pedestrians the speed limit is 10 MPH. Driving on post should be done with extreme caution at all times.

b. Except for authorized post operations, 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 vehicle of any kind shall be driven by unlicensed drivers.

d. Smoking is not permitted inside any building.

e. Jet skis, boats, kayaks, or surfboards are not permitted on post.

f. When lifeguards are not on duty, swimming is at your own risk.

g. Vehicles (civilian, state, and/or military) are not authorized on the beach. All vehicles must be parked in designated areas.

h. Persons and vehicles are not authorized on dunes or in any of the clearly marked environmental restricted areas.

i. Mini-bikes are not permitted on post.

j. Metal detectors are not authorized.

k. No aerial systems (drones) are authorized on post.

l. 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.



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

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