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**TAG MEMORANDUM**  
**NO. 25-01**

**15 January 2025**

**NATIONAL GUARD TRAINING CENTER (NGTC)  
BEACH PARKING PASS POLICY – 2025**

**1. National Guard Training Center (NGTC)**

a. National Guard Training Center (NGTC) in Sea Girt, New Jersey is a State owned and operated facility funded and organized to support the New Jersey National Guard (NJNG) under the Department of Military and Veterans Affairs (DMAVA). In addition to the National Guard units located at NGTC, there are presently five (5) long-term tenant organizations based at the Training Center: the New Jersey State Police (NJSP), the New Jersey Division of Criminal Justice (DCJ), the New Jersey Juvenile Justice Commission (JJC), the New Jersey Department of Corrections (DOC), and the New Jersey Youth Challenge Academy (NJYCA). There are numerous other government, public, and private lessees who use the premises on various occasions.

b. NGTC is not part of the State park system, and through a cooperative agreement, the beach is patrolled by the Borough of Sea Girt Beach Patrol. Due to the limited number of parking spaces, there are a limited number of beach parking passes that can be issued.

c. There are four (4) changing rooms and two (2) outside showers that are provided.

d. NGTC beach parking lot will open from May 24, 2025 through September 6, 2025. Beach access will be available from 0900 through 1900 during this period. If no lifeguards are on duty, swimming is at your own risk.

2. **NGTC Access.** In support of force protection measures, NGTC is a restricted access facility. Individuals must present credentials to the Security Team at the Access Control Point (ACP). The following users are authorized access:

a. All Active Duty and Reserve Component military personnel and their dependents living or stationed in New Jersey have free access to NGTC beach parking with the presentation of a valid military or dependent identification card. They are NOT required to purchase a Beach Parking Pass for themselves. However:

(1) Current NJNG service members are authorized to sponsor and pay for three (3) guest beach parking passes.

***\*This TAG Memorandum supersedes TAG Memorandum 24-01, dated 1 March 2024.***

(2) Retired National Guard service members are authorized to sponsor and pay for three (3) guest beach parking passes.

(3) Current and Retired Active-Duty Military service members are authorized to sponsor and pay for three (3) guest beach parking passes.

b. Current and retired DMAVA State employees and NJNG Title-5 employees have free access to NGTC with the presentation of a valid DMAVA or DOD identification card and are authorized to sponsor and pay for three (3) guest beach parking passes.

c. Current and retired NJSP, DOC, JJC, and DCJ law enforcement officers have free access with the presentation of a valid State agency identification card. **Badges are not permitted as a form of identification.** They are authorized to sponsor and pay for three (3) beach parking passes.

d. Local first responders who directly support NGTC have free access with presentation of a valid identification card showing their eligibility and are authorized to sponsor and pay for three (3) beach parking passes. Local first responders include current members of the Sea Girt Borough, Manasquan Borough, and Wall Township Police, Fire and EMS/Rescue Squads.

e. A disabled veteran or Purple Heart recipient who presents a Department of Veterans Affairs service-connected disability identification card, or Purple Heart license plate or placard, has free access to NGTC and is also authorized to sponsor and pay for three (3) guest beach parking passes. In addition, Gold Star parents and spouses, or the spouse of a Fallen Trooper, are authorized a free beach parking pass and are also authorized to sponsor and pay for three (3) beach parking passes.

f. Personnel or retirees who qualify for access due to employment with multiple agencies listed in paragraph 2 are not authorized to purchase more than three (3) guest beach parking passes.

### **3. 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 do 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:

(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. The point of contact to report the service animal is [Victoria.Lizaire@dmava.nj.gov](mailto:Victoria.Lizaire@dmava.nj.gov).

(2) Failure to report the service animal in advance to the Superintendent's Office will result in denial of access to the post.

(3) If a service animal is out of control and 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.

b. An emotional support animal provides comfort just by being with a person. As they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. Emotional support animals are not permitted on post or the beach.



#### 4. Beach Parking Passes

a. The revenue generated by beach parking passes offsets the cost of lifeguards, daily beach raking, maintenance, seasonal latrines, and trash removal.

b. Beach parking passes cost \$55.00 each annually. There will be an additional \$1.50 service and postage fee if mailed. This fee will apply to multiple mailings as well. Credit or Debit card is the only form of accepted payment. Sponsors and/or cardholders will not be permitted to pick up the pass at the Access Control Point.

c. Sponsors can purchase beach parking passes in person at the National Guard Training Center, Building 7, Room 132, beginning February 3, 2025, between the hours of **0900 and 1200. Beach parking passes will not be sold after 1200. There are no exceptions.**

d. To purchase a beach parking pass remotely, sponsors must fill out an application at <https://www.nj.gov/military/admin/departments/ngtc/mwr.shtml>. Once the application is submitted, the sponsor will be contacted by a NGTC staff member for payment. A first-time sponsor is not eligible to purchase beach parking passes remotely and must appear in person during the above-mentioned hours to present identification. Orders will not be taken over the phone.

e. Only the sponsor can order the parking pass. Co-workers, cardholders, family members, etc. are not permitted to order on the sponsor's behalf. **There are no exceptions.**

f. Eligible sponsors **are not** permitted to utilize another eligible sponsor to purchase more parking passes for themselves. Requests will be denied and will be reported up through their chain of command.

g. Lost parking passes will **no longer** be reissued at no cost. The beach parking pass cost of \$55.00 will apply. The parking pass cardholder name must remain the same as the lost parking pass. If mailed, the service and postage fee of \$1.50 will also apply.

h. The beach parking pass is valid from May 24, 2025 through September 6, 2025.

#### 5. Additional Responsibilities and Disciplinary Actions

a. Beach parking passes are sold on an annual basis by the Superintendent. Forged, improperly completed passes, or beach parking passes presented by anyone other than the issued cardholder will be confiscated by Security. Such person(s) will be denied entry, and a report will be filed with the Superintendent.

b. The printed name of the cardholder on the beach parking pass must match the driver's license to gain access:

(1) The parking pass is valid for the cardholder and the occupants of their vehicle only.

(2) Cardholder must be in the vehicle.

(3) Cardholder is **not** permitted to bring in a second vehicle.

(4) If the cardholder gives their card to someone else to use, the card will be confiscated, and reported to their sponsor.

c. Appropriate Commanders and agencies will be notified by the Superintendent for further disciplinary action in the event person(s) with beach parking passes are denied entrance or removed from the installation for misconduct.

#### **6. Beach Rules**

a. The following beach rules apply to visitors and those stationed at NGTC:

- (1) When no lifeguards are on duty, swim at your own risk.
- (2) Park only in authorized areas.
- (3) Swimming is only permitted on the southern portion of the beach.
- (4) No boats, kayaks, rafts, surf boards or personal watercraft.
- (5) Except for service animals, no other animals are permitted.
- (6) No glass containers.
- (7) No alcoholic beverages.
- (8) No tents or cabanas.
- (9) No vehicles on the beach.
- (10) No fires, grills, or BBQs.
- (11) Do not walk into the dune areas.
- (12) Do not enter the restricted environmentally sensitive areas and wildlife habitats behind the ranges and on the beach.
- (13) Fishing in approved area only (north beach).
- (14) Remove all trash/litter from the beach and deposit in approved containers.
- (15) No unmanned aerial systems i.e. drone
- (16) No entrance into natural resources protected areas.
- (17) Parties and events on the beach are strictly prohibited

b. Beach visitors will comply with the lifeguard and NGTC swimming restrictions and guidance. Failure to comply will result in confiscation of the beach parking pass, eviction from NGTC, and disciplinary or criminal charges, as appropriate.

**7. East Picnic Area Events**

a. Military units, tenant agencies and visitors may request the use of the East Picnic Area for events. The East Picnic Area is not on the beach. It is located on the grass field north of the beach parking lot.


b. Use of the East Picnic Area is by reservation only. A Letter of Intent for use of the East Picnic Area must be submitted to [Victoria.Lizaire@dmava.nj.gov](mailto:Victoria.Lizaire@dmava.nj.gov) at least sixty (60) days prior to your requested use date. The request must contain: the proposed date(s) that you wish to use the area, the purpose of the event, and the primary and alternate points of contact information, i.e. name, telephone number, email address.

c. 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.

d. Tents, cabanas, and grills may be used in the East Picnic Area. They are not provided by NGTC.

e. There is no electrical service at the East Picnic Area.

7. **Natural Resources Area.** There are two (2) closed sections of the beach known as the Northern Protected Area and the Southern Protected Area. Several rare species of wildlife utilize these protected areas and are closed to human activity.

  
YVONNE L. MAYS  
Brigadier General, NJANG  
The Adjutant General

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