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TAG MEMORANDUM #25-02

12 March 2025

NEW JERSEY NATIONAL GUARD TRAINING CENTER
2025 INFORMATION SHEET – RECREATIONAL VEHICLE (RV) SITES

1. Recreational Vehicle Sites:

- a. There are currently nine (9) Recreational Vehicle (RV) sites at 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) Current 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 (NJDMVA) 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

****This Memorandum supersedes TAG Memorandum #24-02 dated 1 March 2024.***

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 of access to the post, cancellation of your reservation, and forfeiture of payment.

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

3. Definition of Seasons:

a. Summer Season: May 24, 2025 to September 6, 2025. There will be no beach access after September 6, 2025.

b. Off-Season: September 6, 2025 to May 23, 2026.

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: Personnel authorized to use facilities, but are not on military official travel, IDT, or AT.

5. Reservations:

a. Reservation requests for the summer season will begin April 1, 2025. **The requests will be accepted by 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 contact the applicant upon receipt of their application, in the order 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. Request may be submitted online at <https://www.nj.gov/military/admin/departments/ngtc/mwr.shtml>. A NGTC staff member will contact applicant upon receipt of the application, in the order it was received.

(1) The water will be shut off beginning October 1, 2025 through May 22, 2026.

(2) If an off-season request includes dates that fall into the beginning of the summer season, the application will not be accepted until the summer season request period starting April 1, 2025.

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 applicant, confirms the dates are available, and accepts payments.

d. When submitting the reservation request online, all applicants must certify that they have read the Privacy Act Statement and the Statement of Understanding.

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

f. Due to the limited number of sites and the increasing interest in NGTC RV sites, reservations will be limited as follows:

(1) Individuals are limited on one (1) total reservation per summer season, not totaling more than six (6) nights.

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

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

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

(1) Changing to another RV site to continue the reservation is not permitted.

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

(3) The Access Control Point is not authorized 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 by written notification. Any payments rendered, less any nights already used, will be returned thereafter.

h. NGTC reserves the right to cancel reservations and have renters vacate the post in the event of a natural or man-made disaster or a 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:

USER	SEASON	
	SUMMER RATE	OFF-SEASON RATE
OFFICIAL	\$40.00 per night	\$30.00 per night
NON-OFFICIAL	\$45.00 per night	\$35.00 per night

b. Payment is to be made in the form of Visa, Mastercard, Discover or American Express.

c. To make payment for a RV spot, the sponsor must fill out an application at <https://www.nj.gov/military/admin/departments/ngtc/mwr.shtml>. Please note that according to Paragraph 2.b above, if you do not provide appropriate and proper documentation of eligibility, then your payment is forfeited and will not be refunded.

(1) Once the application is submitted, a NGTC staff member will verify eligibility and the dates that are requested.

(2) When eligibility and dates are confirmed, the sponsor will be sent a link on the internet to make a payment online.

(3) After payment is made, a NGTC staff member will email a confirmation letter of the approved dates to the sponsor.

(4) If there is a conflict with the requested dates, then a NGTC staff member will contact the requestor to confirm the dates or figure out alternative dates. Once complete, the requestor will be emailed a link to make a payment on the request.

7. Cancellations:

a. Cancellations must be emailed to Theodore.Berry@dmava.nj.gov at least fifteen (15) business days prior to the approved arrival date to receive a refund, less one (1) night's stay.

b. Any cancellations less than fifteen (15) business days of the arrival date, including no shows, are both non-refundable and non-transferable to another reservation.

c. Cancellations by the guest due to weather **will not** be refunded.

8. Check-In:

a. Check-in will be at the ACP after 1300 hours (1:00 p.m.) on the day of your scheduled arrival.

(1) NGTC Security at the ACP will require your proof of eligibility pursuant to Paragraph 2.b above.

(2) Failure to provide proof of eligibility will result in denial to access the post, cancellation of your reservation, and forfeiture of payment.

(3) An electronic key card will be provided for the bathhouse during the summer season only, which ends on September 6, 2025. The key card expires at 11:00 a.m. on the date of departure. Any reservations with an arrival date of September 6, 2025 or later, throughout the off season, will not include a bathhouse key. If a reservation is made during the off season, applicant is confirming that their RV is self-sustainable.

(4) NGTC security at the ACP will also provide a permit and a list of rules. Permits are to be displayed on the dashboard or window of your RV.

b. The RV must be parked in the assigned RV site only.

10. Check-Out:

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

b. The bathhouse key must be returned to the guard shack to be marked checked out. If the key card is not returned, then the sponsor will not be allowed to apply for an RV site the next year.

c. Guests are not permitted to park the RV anywhere on post, including the beach parking lot, after your check-out time.

11. Actions While Occupying the RV Sites:

a. Parking for RV's is limited to the assigned RV site only. Parking anywhere else on post, including the beach parking lot, is not permitted.

b. Open flames (campfires, fire pits, torches, etc.) are not permitted.

c. Tent camping is not permitted.

d. No more than one (1) additional car is authorized to each RV site.

e. No vehicle parking on the grass is allowed. Vehicle must be in your assigned RV site or in an unmarked parking spot.

f. RV site switching is not permitted.

g. Pets are not authorized on post unless as indicated in Paragraph 12.

h. Discharging of gray water is not permitted.

i. Refer to Paragraph 13 for NJGC post rules and regulations.

12. 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 of 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.

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.**

13. 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, then the speed limit is 10 MPH. Driving on post should be done with extreme caution.

b. Except for authorized post operations, quiet time shall be observed from 2200 hours (10:00 p.m.) until 0800 hours (8:00 a.m.). 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.

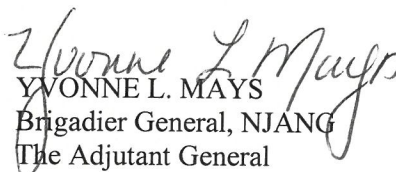
h. Persons and vehicles are not authorized on dunes or in any of the clearly marked environmental restricted areas.

i. Mini-bikes are not permitted on post.

j. Metal detectors are not authorized.

k. No aerial systems (drones) are authorized on post. **NGTC is a no-fly zone.**

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.


YVONNE L. MAYS
Brigadier General, NJANG
The Adjutant General