



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

PHILIP D. MURPHY
*Governor
Commander-in-Chief*

TAHESHA L. WAY
Lieutenant Governor

★
YVONNE MAYS
*Brigadier General
The Adjutant General*

TAG MEMORANDUM
NO. 25-03*

15 February 2025

**NEW JERSEY NATIONAL GUARD TRAINING CENTER
2025 INFORMATION SHEET – BILLETING PROGRAM**

1. Quarters 1, 3, and 6:

a. Availability:

(1) Quarters 1 will be opened to all active and retired New Jersey National Guard (NJNG) Soldiers and Airmen at the rank of O-6 and above, WO-5, E-9, and New Jersey Department of Military and Veterans Affairs (DMAVA) Division Directors and above. Priority will be in the following order:

(a) Current and former Adjutants General

(b) Current and former General Officers

(c) Current and former Command Chief Warrant Officer, Current and former State Command Sergeants Major, State Command Chiefs

(d) Current and former Deputy Adjutant General (not General Officer), Deputy Commissioners of Veterans Affairs, Chief of Staff-Army, Director of Staff-Air, and Chief of Joint Staff, Current and former Senior Enlisted Advisor to Assistant Adjutants General.

(e) Current O-6, WO-5, E-9, DMAVA Directors.

(f) Retired O-6, WO-5, E-9

(2) Quarters 3 and 6 will be opened to the following with priority to current and retired NJNG Soldiers and Airmen:

(a) All Department of Defense (DoD) uniformed personnel with their accompanying family members and guests.

(b) DoD, Department of Army (DA), or National Guard Bureau civilian/contract personnel with their accompanying family members and guests.

(c) Retired military personnel (with valid identification card) with their accompanying family members and guests.

(d) DMAVA personnel.

**This Memorandum supersedes TAG Memorandum 24-03, dated 1 March 2024*

b. Definition of Seasons:

(1) Summer Season: 24 May 2025 to 6 September 2025.

(2) Off Season: 6 September 2025 to 23 May 2026.

c. Definition of Users:

(1) Non-Official Users – Personnel authorized to use facilities, but not on official Federal Department of Defense business travel.

(2) Official Users – Personnel on official travel with orders or a memorandum certifying their status. Additionally, military personnel on Inactive Duty Training (IDT), Annual Training (AT), or Active-Duty for Training (ADT) status.

d. Submission of Consideration of Requests:

(1) A minimum of seven (7) night stay is required during the summer season. Rentals for recreational use will run from Saturday to Saturday, beginning 24 May 2025 to 6 September 2025. Beach access will close for the season on 6 September 2025.

(2) Only one (1) servicemember of each family may apply for use.

(3) Due to the limited number of quarters, applicants will not be given Quarters 1, 3, or 6 in consecutive years unless there are unfilled dates after the completion of the lottery.

(4) Summer season rental requests are to be made on the attached 2025 Quarters Application. Cutoff time for accepting applications is 1530 hours (3:30 p.m.) on 18 April 2025. Applications may be submitted upon publication of this Memorandum. By applying, applicant certifies that they have read through this Memorandum.

(5) Application can be submitted by email or mail. Telephonic requests will not be accepted:

(a) Mailing address – National Guard Training Center, 100 Camp Drive, Building 7, Attention: Victoria Lizaire, Sea Girt, NJ 08750.

(b) Email address – Victoria.Lizaire@dmava.nj.gov

(6) Consideration will be made for the dates requested, but due to the limited number of quarters, this may not occur. Applications with more than one (1) day listed are encouraged. No more than four (4) dates will be considered.

(7) A decision on received applications should be made by 25 April 2025.

(8) Priority for both summer season and off-season rentals will be given to military training. A three-night minimum is required.

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

(10) NGTC reserves the right to cancel reservations in the event of a natural or man-made disaster, or a mission essential requirement.

e. Quarters 1, 3, and 6 Descriptions and Rates:

(1) Each of the quarters have air conditioning and heat, Smart TV with cable/wi-fi, refrigerator, microwave, cookware, utensils, coffee pots, dishes, stove, blankets, bed linens, pillows, and bath linens. Daily made service is not provided. Occupants are required to keep the facilities clean. Each Quarter also has a propane grill, outside table and chairs, and an outside deck/porch area.

(2) Distinguished Visitor Quarters (Quarters 1) has five (5) bedrooms. There are two (2) bedrooms that have one(1) king size bed, two (2) bedrooms with one (1) queen size bed in each, and one (1) bedroom with two (2) queen size beds. **Please note, one (1) of the bedrooms which contain one (1) queen size bed will be shut down and restricted from use indefinitely.** Quarters 1 also has three (3) bathrooms which include one (1) full size bathroom, one (1) half bathroom, and one (1) bathroom with a walk-in shower. Quarters 1 also includes a full-size kitchen, dining room, enclosed porch, and a living room, as well as a dishwasher, washing machine, and dryer.

(3) Quarters 3 has two (2) bedrooms, one (1) bedroom with a king size bed, and the other bedroom with two (2) queen size beds. Quarters 3 also has one and a half baths, a living room, dining room, kitchen, dishwasher, washing machine and dryer.

(4) Quarters 6 has one (1) bedroom with a king size bed, a queen size futon, one (1) bath, living room, kitchen, dishwasher, stove, washing machine, and dryer.

(5) Rates are as follows:

	Quarters #1	Quarters #3	Quarters #8
Official Rate	\$110.00 per night	\$90.00 per night	\$80.00 per night
Non-Official Rate		\$100.00 per night	\$90.00 per night

f. Payments and Cancellations:

(1) Rental fees subsidize the costs of administration, cleaning, utilities, and maintenance associated with the use of the buildings.

(2) Payment in full via credit card is due no later than seven (7) days prior to the check in date. Payment is to be made via telephone at 732-974-4500. If payment is not received within those parameters, the reservation will be canceled, and the Quarters will be offered to the next applicant.

(3) Cancellations must be made at least ten (10) business days prior to the approved arrival date to receive a refund, less one night's stay. Reservations are non-transferable.

g. Actions While Occupying Quarters 1, 3, and 6:

(1) Check-in will be at the Access Control Point (ACP) at 1500 hours (3:00 p.m.) on the Saturday of arrival. Early check-in is not permitted. Keys will be issued at the ACP.

(2) Check-out will be no later than 1000 hours (10:00 a.m.) on the Saturday of departure. Due to the quick turnaround time, there are no exceptions. **The cleaners will enter at 1000 hours.** Check out will take place at the ACP, where you will return your keys.

(3) Before departure, remove used linens and place at the foot of the bed(s). Empty the refrigerator, dishwasher, and dryer, and dispose of all garbage in the outside garbage receptacles next to the garage. **Do not leave items in the dishwasher, washing machine, or dryer. All cycles must be complete before departure.** The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future if excessive cleaning is required.

(4) No more than two (2) additional vehicles (four [4] additional visitors) are authorized for the quarters. The Access Control Point must be advised of the visitor(s) name, prior to their arrival, for access to be permitted.

(5) Events and/or parties are not permitted to be held at the Quarters or the Pavilion without a Use Agreement in place. The request must be submitted to the Superintendent's Office no less than 60 days prior to the requested event date.

(6) Damage and repairs to any of the quarters that are beyond normal maintenance, due to negligence caused by the occupant, including the loss of building keys, is the responsibility of the occupant(s) for remittance. The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future.

h. Service Animals and Emotional Support Animals:

(1) 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 on post.

(a) The Superintendent's Office must be notified in advance if a service animal is being brought on post. This is to ensure that the ACP guard is aware and permits access.

(2) 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.**

2. Billeting Facility:

a. Availability and Reservations:

(1) Priority of fill for the Billeting Facility is TRADOC courses and scheduled military training events.

(2) Federal DoD personnel and military personnel in drill status or conducting military business at NGTC may use the Billeting Facility at the official rate (depending on availability).

(3) Other Federal personnel, State employees, and law enforcement personnel may also utilize the facility at the non-official rate (depending on availability).

(4) The Billeting Facility is not authorized to be used for recreational or leisure purposes.

(5) TRADOC course attendees will coordinate check-in/check-out and fee payment through the 254th Regiment Course Manager. Other training courses will coordinate directly with NGTC staff. A roster must be provided to NGTC staff at least one (1) week prior to the check in date. Staff will coordinate with user.

(6) The Billeting Facility consists of eight (8) private rooms, eight (8) semi-private rooms with a shared bathroom, and fifty-four (54) double occupancy rooms with shared bathrooms.

(7) Reservations are secured through the Billeting Office, Monday-Friday, between 0800 hours (8:00 a.m.) and 1500 hours (3:00 p.m.) at 732-974-4573.

b. Rates for the Billeting Facility are as follows:

	Private Room	Semi-Private Room	Double Occupancy Room
Official Rate	\$40.00 per night	\$35.00 per night	\$35.00 per night
Non-Official Rate	\$46.00 per night	\$41.00 per night	\$41.00 per night

c. Actions While Occupying the Billeting Facility:

(1) Check-in for any non TRADOC individual shall be coordinated through the course manager. For all others, check-in should be coordinated directly with the Billeting Office.

(2) Check-out is no later than 1100 hours (11:00 a.m.) on the day of your scheduled departure. **The key will expire at that time.** A binder shall be in each room, containing additional information, including rules, local information, and emergency guidance.

(3) Before departure, please empty the refrigerator and dispose of garbage in the proper receptacles. Keys and any equipment or supplies signed out must be returned to the front desk.

(4) There is no smoking within fifty (50) feet of the building.

(5) Credit and debit cards are the only acceptable form of payment.

3. NGTC Rules and Regulations:

a. The speed limit on post is 25 MPH. The speed limit is 10 MPH when passing servicemember and law enforcement officer formations. Driving on post should be done with extreme caution.

b. 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 pets are authorized on post unless as indicated in Paragraph 1-h.

d. No furniture or equipment shall be moved from its present placement.

e. No vehicles of any kind shall be driven by unlicensed drivers.

f. Smoking is not authorized in any building.

g. Jet skis, boats, kayaks, or surfboards are not authorized.

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

i. Vehicles (civilian, State, or Federal) are not authorized on the beach. All vehicles must park in authorized areas.

j. Persons and vehicles are not authorized on dunes or in the clearly marked environmental restricted area.

k. Portable heaters, hot plates, or portable cooking appliances are not authorized.

l. Minibikes are not permitted on post.

m. No metal detectors are permitted.

n. No aerial systems (drones) permitted. NGTC is a no-fly zone.

o. 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.

4. Pavilion and East Picnic Area:

a. Use of both the Pavilion and the East Picnic Area is by reservation only.

b. Quarters guests are not permitted to use the Pavilion without a reservation and/or a Use Agreement in place.

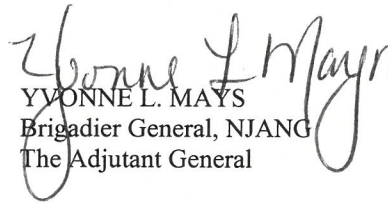
c. A Letter of Intent for use of the Pavilion or the East Picnic Area and a Letter of Intent must be emailed to Victoria.Lizaire@dmava.nj.gov at least sixty (60) days prior to your requested use date. An email will be sent once your request for reservation is reviewed to confirm availability.

d. Alcohol is not permitted without a Use Agreement and the proper insurance in place. If the use of alcohol is requested, it must be indicated on the Letter of Intent. Users who violate the no alcohol policy will no longer be permitted to hold an event on post.

e. Occupants must properly dispose of trash and remove all belongings. Damage and repairs beyond normal maintenance, due to negligence caused by the occupant, is the responsibility of the occupant(s) for remittance. The Superintendent reserves the right to bar individuals from the use of NGTC facilities in the future.

f. Rain dates are not permitted.

g. The point of contact for this memorandum is Victoria Lizaire, by telephone – (732) 974-4500 or via email – Victoria.Lizaire@dmava.nj.gov.


YVONNE L. MAYS
Brigadier General, NJANG
The Adjutant General

2025 NEW JERSEY NGTC QUARTERS APPLICATION FORM

Name: _____

Rank: _____

Title: _____

Address: _____

Unit: _____

Email: _____

Telephone #: _____

Requested Quarters & Dates (please list first, second, third and fourth choice) - Only one Quarters may be requested:

Summer Season ends 6 September 2025. There will be no beach access after 6 September 2025.

Date Range:

Quarters # 1, 3, 6 (only circle one)

Date Range:

Quarters # 1, 3, 6 (only circle one)

Date Range:

Quarters # 1, 3, 6 (only circle one)

Date Range:

Quarters # 1, 3, 6 (only circle one)

When was the last time you utilized Quarters at Sea Girt? **Quarters will not be given to user in consecutive years.**

Year: _____ Quarters #: _____ Never: _____

POV: Yes / No License Plate: _____ Make: _____ Model: _____ Year: _____

Staying in the Quarters is a privilege, not a right. Failure to follow NGTC Rules may cause your stay to be terminated without refund. Additional costs will be incurred for any repairs or additional cleaning services. You may also be barred from using NGTC facilities in the future and/or from entry on to NGTC. The quarters must be cleaned, cleared, and key turned in to the Access Control Point before 1000 hours on day of departure. **No pets are permitted on post, unless the animal is an ADA certified service animal.** Emotional support animals are not permitted. No vehicles permitted on the beach. No smoking in state/federal Buildings.

I have read the 2025 Billeting and Lodging Program and agree with Post regulations.

(Signature)