



## State of New Jersey

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Brigadier General  
The Adjutant General

**TAG POLICY LETTER 19-2\***

**1 July 2019**

### **NGTC-NJ CONTINGENCY HOUSING INITIATIVE PROGRAM**

**1. References:**

- a. NGR 5-3-1, Army National Guard Billeting and Lodging Program, 7 July 2015.

**2. Purpose:** The full-time support staff (FTSS) of the New Jersey National Guard (NJNG) are key to the organization's success. Accordingly, the New Jersey National Guard Training Center (NGTC) and the Lodging Advisory Council (LAC) will set aside a maximum of three (3) twin-bed rooms for contingency or temporary needs of NJNG FTSS personnel who meet the criteria established by the Army and Air Senior Enlisted Advisors, the Army and Air Chiefs of Staff, and this Policy Letter.

**3. Policy:**

- a. Scope: This Policy Letter, herein identified as the NGTC Contingency Housing Initiative Program (NGTC-CHIP) applies to all NJ Army and Air National Guard members (AGR and Technician) in the employ of the NJNG.

- b. The CHIP Policy Letter will be reviewed annually by the LAC for re-approval prior to submission to TAG for approval.

- c. A maximum of six (6) personnel will be authorized to participate in this program at one time, and a maximum of three (3) twin-bed rooms will be set aside for the program's utilization. Service Members (SMs) may be doubled-up in one room.

- d. SMs applying to the program for contingency lodging must meet the criteria established by, and be recommended by, the Senior Enlisted Advisor for the NJ Army or Air National Guard for enlisted applicants, or the Army or Air Chief of Staff for Officer applicants. The Superintendent, NGTC has final approval authority based upon lodging commitments and availability.

- e. The program may be used when SMs are forced to vacate military housing on JB MDL, NWS Earle, Picatinny Arsenal, or private residences when domestic issues or other significant hardships warrant temporary use of military lodging to mitigate housing issues for the applicant.

*\*This document supersedes TAG Policy Letter 12-5, dated 26 May 2012.*

f. SMs approved for the program are limited to a maximum stay of ninety (90) days, at the rate of \$12.50/night base rate plus \$6.00/night surcharge. The SM must submit an "Action Plan" outlining how they will fix their personal residence issue within fifteen (15) days of enrolling in the program to the respective approving authority.

g. Personal weapons and personal furniture are not authorized to be brought on post, nor may they be stored in rooms during the SM's period of enrollment in the program. Alcohol consumption on the NGTC and within the Lodge is prohibited.

h. This program is to support individual SMs. Family members are not authorized to stay in NGTC lodging facilities.

i. Priority for housing is for students/course enrollees first, CHIP participants second. If a conflict exists, program participants may be forced to move to private barracks rooms or open barracks.

j. SMs enrolled in the CHIP Program will have a sponsor assigned to check on their physical and mental health needs. The State Chaplain or his/her designated representative will be required to check on SMs at least once per week.

k. SM will adhere to all post and lodging policies, and will be expected to behave in a professional and courteous manner to other guests and staff. Inappropriate, inconsiderate or anti-social behavior may result in immediate expulsion from the program and the Lodge. In the event of egregious behavior, the Superintendent and/or Lodging Manager reserve the right to expel extremely problematic or disruptive SM participants, the same as they may do with visiting students or course attendees.

l. While the program is designed to accommodate SMs for up to ninety (90) days, every effort must be made by the SM and his/her FTSS sponsor to seek the most fair and expeditious resolution to the SM's personal circumstances so that space in the Lodge may be freed up for normal paid usage.

4. Unit Commanders and Full-Time Support Supervisors are responsible for educating and informing their Soldiers and Airmen about this policy, as well as any other means of external support available that may be able to assist SMs undergoing hardship. This program is a privilege, not an entitlement, and SMs must be active participants in the rehabilitation of their own circumstances in order for this program to succeed.

5. POC for Lodge reservation during working hours is Mr. Eric Sproesser at 732-820-6250 or [eric.sproesser@dmava.nj.gov](mailto:eric.sproesser@dmava.nj.gov). At night, weekends, and holidays POC is COL (Ret) Daniel Dreher at 609-789-3702 or [daniel.dreher@dmava.nj.gov](mailto:daniel.dreher@dmava.nj.gov).



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