

**Delaware National Guard**

**2016 LOTTERY**

**FOR THE USE OF THE**

**BETHANY BEACH TRAINING SITE**

**BETHANY BEACH TRAINING SITE  
BILLETING OFFICE, BLDG. 114  
163 SCANNELL BOULEVARD  
BETHANY BEACH, DE 19930-9770**



## **INTRODUCTION:**

The Delaware Army National Guard (DEARNG) offers official and recreational accommodations at its Bethany Beach Training Site (BBTS), located in Bethany Beach Delaware approximately 500' from the Atlantic Ocean. This document explains the process for all users to reserve one of several types of quarters, RV trailer sites, and recreational facilities.

Military use always has priority. In the event of an unscheduled military requirement, all approved civilian requests for the time period involved may be cancelled with a minimum of 24 hour notice by telephone or written notification.

### **1. AVAILABILITY:**

a. **Military use always has priority. In the event of an unscheduled military requirement, all approved civilian requests for the time period involved may be cancelled with a minimum of 24 hour notice by telephone or by written notification.**

b. The Delaware National Guard Bethany Beach Training Site is available for vacation use to the following personnel in priority sequence:

- (1) Current active/M-day personnel of the Delaware National Guard (1<sup>st</sup> Drawing). If a date conflict exists, the Junior Soldier/Airman will have priority
- (2) Retired Delaware National Guard personnel (2<sup>nd</sup> Drawing)
- (3) Civilian employees of the Delaware National Guard (2<sup>nd</sup> Drawing)
- (4) All other non-Delaware National Guard Military Personnel and Retirees (3<sup>rd</sup> Drawing)

c. Only one military member of each family may apply for vacation use for the drawing date. This year's lottery drawing date is **21 March 2016**. Cutoff time for accepting applications is 1630 on **17 March 2016**. On **4 April 2016**, availability will be on a first come, first served basis.

d. The facilities listed in paragraph 3 are available by lottery for non-duty use starting from 1 April to 15 September 2016 except during periods of military training. The dates below are **NOT** available:

03 APR – 10 APR 2016  
03 JUN – 05 JUN 2016  
14 JUL – 24 JUL 2016

13 MAY – 15 MAY 2016  
08 JUL – 10 JUL 2016  
05 AUG – 07 AUG 2016

### **2. FACILITIES AVAILABLE:**

a. **All requests must be submitted to the Bethany Beach Training Site, ATTN: Billeting Office, 163 Scannell Blvd, Bethany Beach, DE 19930-9770, faxed to (302) 854-7999 or preferably emailed to SGT Brooks Lyons, [brooks.l.lyons.mil@mail.mil](mailto:brooks.l.lyons.mil@mail.mil). The request must be submitted on the attached 2016 Lottery application only. It must be complete. Telephone requests will not be accepted.**

b. It is suggested that you provide up to three date options to be considered on your lottery application. This will allow us a better opportunity to support your request for MWR usage.

c. Requests may be made for periods of up to seven nights and eight consecutive days for any one submission. Requests for additional periods of use in the same year will be considered. Requests over a weekend (Friday, Saturday, or Sunday) will be for a two night minimum; holiday weekends for a three night minimum.

d. Cancellations must be made by the authorized user and are not transferable. Applicants must notify the Billeting Office at least 15 days in advance for a cancellation. Cancellations can be made by phone 302-854-7901/7902 or via email [brooks.l.lyons.mil@mail.mil](mailto:brooks.l.lyons.mil@mail.mil). **Failure to do so will result in the forfeiture of the reservation and one night's payment.**

e. Eligible users may rent only one unit at a time.

f. The Training Site Manager reserves the right to cancel reservations or vacate the post in the event of inclement weather, or natural or mechanical disaster.

g. The Adjutant General and/or Training Site Manager, or Housing Manager reserves the right to cancel any/all approvals at any time.

### 3. **FACILITIES AVAILABLE:**

a. Individuals are encouraged to visit the training site to check the facilities prior to submission of requests. All quarters have a TV, DVD, refrigerator, microwave, quilted spreads, and pillows.

b. Bath linens are not provided. Bed linens are provided upon request. **Maid service is not provided. Please leave the facility as you found it.**

c. A brief description of available facilities is given below.

(1) **WITH AIR CONDITIONING AND HEAT**

Mobile homes with three bedrooms, kitchen, and one or two baths

(2) **RV SITES**

RV sites include water, sewer, cable, and electric hookups

(3) **OTHER FACILITIES/ACTIVITIES**

A crabbing/fishing dock, playground, boats, horseshoe pit, barbecue grills, picnic tables, physical training room, and laundry room are available for all to use.

4. **HOW THE LOTTERY IS DRAWN.** Every application received by 1630 on 17 March 2016 will be assigned a number that goes into a hat to be drawn on 21 March 2016. The assigned number on the application holds no value of how they are drawn (example if we put number 1 on your application and we draw number 32, then number 32 gets first choice of their three dates). The Training Site Manager, BBTS Housing Manager, and one Delaware National Guard Airman/Soldier will randomly select applications received before the deadline and make every attempt to fulfill the requested dates and facilities listed in the order that they appear on the application.

If all of the selected dates from the lottery submission cannot be offered, the Training Site Staff will contact you NLT 31 March 2016 in order to help schedule an alternate reservation based on availability of facilities. Applicants must submit payment indicated a minimum of 15 days prior to their arrival date to keep their reservation. If no payment is received, the Training Site will cancel the reservation and inform the applicant by phone or mail. Cancelled reservations will be release to other users.

5. **CHARGE/PAYMENT:** The rates listed below will be charged to reimburse the cost of administration, utilities, and maintenance associated with the vacation use of the facility. Definition of users:

a. **OFFICIAL USERS** – Personnel on official business with orders or a memorandum certifying their status.

b. **NON-OFFICIAL/MWR USERS** – Personnel authorized to use the facilities who are not on official duty.

**OFFICIAL USERS:** ..... **\$20/per night**

**NON-OFFICIAL/MWR USERS:**

All three bedroom quarters ..... **\$90/per night**

Camper sites..... **\$30/per night**

6. **WHERE TO SEND PAYMENTS:** Payments must be made by credit card (Visa, MasterCard and Discover), check, or money order payable to BBTS Billeting Fund and mailed to the Bethany Beach Training Site, ATTN: Billeting Office, 163 Scannell Blvd, Bethany Beach, DE 19930-9770. Cash payments will only be accepted in person. **All payments must be made a minimum of 15 days in advance of arrival or approval will be canceled, and rebooked immediately.**

7. **ACTION UPON ARRIVAL AT THE BETHANY BEACH TRAINING SITE:**

a. The South gate on Route 1 is the primary access point for the installation and is staffed by contracted Security Guards. Installation access requires you to show a valid military ID. Upon entering the facility, park in the spaces provided and check in with the billeting office (Bldg. 114) across from the flagpole.

b. Check-in will be accomplished during the following times:

Monday thru Thursday – **1300 thru 1600 hrs.**

Friday – **1300 thru 2000 hrs.**

Saturday, Sunday, and Holidays – **1300 thru 1600 hrs.**

**Note: Quarters are not available prior to 1300 hrs.**

c. Checkout will be accomplished daily from **0800 to 1000 hrs.** Please ensure that you leave your quarters better than you received it. **You will be billed for any damage, missing property or cleaning required.**

8. **ACTIONS WHILE OCCUPYING QUARTERS:**

a. **Quiet time is observed from 2200 until 0800 daily.** There will be no loud music, parties, radios, noise, etc. Common courtesy for all users of the facilities and the local community must be exercised. If

police officers are called to intervene for any reason, you and/or the guest involved will lose your privileges to use the post.

b. There may be children playing in and around the quarters. Driving on post should be done with extreme caution. **The speed limit on post is 5 MPH.**

c. **NO PETS ARE ALLOWED ON THE FACILITY.**

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

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

f. **Smoking is not allowed in any building, Quarters or on the training site IAW state law.**

g. Children playing in and around the boat dock, playground, and salt pond **MUST** have adult supervision at all times. Usage of these areas is at your own risk.

h. **The sponsor must always be present when other members of the immediate family are occupying quarters.**

i. **NO MOTORIZED VESSELS ARE ALLOWED TO DOCK.**

9. **FAILURE TO COMPLY:**

a. Failure to follow the Training Site rules will be cause for your stay to be terminated without refund.

b. If you have any questions, comments, or suggestions, please convey them to the billeting office staff. The telephone number is (302) 854-7901/7902.

10. **POINT OF CONTACT:**

a. If you have any questions please contact these phone numbers for more info.

BILLETING OFFICE: (302) 854-7901/7902

CALLING FROM NEW CASTLE COUNTY: (302) 326-7902

CALLING FROM KENT COUNTY: (302) 741-7902

b. Our 24-hour fax line is (302) 854-7999.

////signed////  
TRIBHUWAN SINGH  
CPT, SC, USA  
TRAINING SITE MANAGER

# BETHANY BEACH TRAINING SITE CHARGEABLE QUARTERS BILLETING APPLICATION

Reservation  
Number

\_\_\_\_\_ Full Name/Rank

MWR

\_\_\_\_\_ Home/Mailing Address

RANK

RANK

\_\_\_\_\_ City, State, Zip

ARNG \_\_\_\_\_

ANG \_\_\_\_\_

\_\_\_\_\_ Contact Number

USAR \_\_\_\_\_

CIV/DOD \_\_\_\_\_

\_\_\_\_\_ Contact Number

OTHER \_\_\_\_\_

RETIRED \_\_\_\_\_

\_\_\_\_\_ Last 4 of SSN

**TOTAL NUMBER OF PERSONNEL IN PARTY** \_\_\_\_\_

\_\_\_\_\_ Current or Last Unit of Assignment

**NUMBER OF CHILDREN IN YOUR PARTY** \_\_\_\_\_

**ALL LIVING QUARTERS MUST BE CLEANED, CLEARED, INSPECTED AND KEYS TURNED IN TO BLDG 114  
BEFORE 1000 ON DAY OF DEPARTURE.**

I have read and agree with post regulations and hereby request quarters. \_\_\_\_\_

Signature

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## 2016 LOTTERY REQUESTS

**Eligibility Status:** (Must check box to enroll)

Delaware National Guard  
Retired Delaware National Guard

Delaware National Guard Civilian Employee  
Member of Senior Army Advisor's Office

- **The only preference considered for trailers will be handicap accessible.**
- **A fourth date will not be considered.**

**Dates** (arrive/depart) 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

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**Space Required:** (Check box to indicate space needed)

MOBILE HOME – THREE BEDROOM

RV SITE

Fill out form completely for best results.