

*In conclusion, the introduction of this new system considerably reduces the administrative burden on the NSEs and J1. It provides an auditable and accountable record of all rationed item transactions and is easy for entitled individuals and the staff to use. If however you encounter any problems please contact the Passes and Permits office (ext 4301) for further advice.*

*In due course the NSTEP system will also be used for other functions including access control at the main gate; noting the ability to sign in visitors and, potentially, access control into other Morale and Welfare areas such as the gym.*



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## The NATO System for Tracking Entitlements and Privileges



Joint Force Command Brunssum



**The Introduction of an  
Electronic Ration  
Management System – NATO  
System for Tracking  
Entitlements and Privileges  
(NSTEP)**

**Why am I receiving this notification?**

From 21 Mar 18, JFCBS staff along with their entitled dependants will transition to electronic Rationed Item management at the Aelia Duty Free store.

**So what will happen?**

On 21 Mar 18 you will not receive a new ration card. Instead, your entitlement will be 'loaded' into a database that is linked to your AMIS card number. The shopping sticker on the back of your AMIS card will also no longer be needed.

**What about my spouse's entitlement?**

The new system takes all entitled dependent's rations and adds them to the 'sponsor's account'. To draw against this total pool of rations all you will need is the pin number and the AMIS card of an entitled member of the family.

**What is my initial pin number?**

For staff already at JFCBS on 20 Mar, the pin will be set to the sponsor's birth date and month. For joiners after this date it will be set as part of your joining routine. If you wish to change this pin, simply go to Passes and Permits and they will arrange this for you.

**How will it work in the shop?**

If you wish to buy rationed items, you simply present your ID card at the point of sale. The assistant will scan your card and enter the amount of rations that you taking into a small tablet computer by the till. You will then be asked to confirm the amount on the screen and enter your pin – that is all there is to it.



**I get 6 month's rations now – will that be the same in the future?**

Not exactly. Under the current system you could only ever draw a maximum of 4 week's worth of rations at any one time. In the new system it is the same. We will initially credit 4 weeks of rationed items to your account then one quarter of this will expire every week if not used. Provided you remain entitled, you will simply be automatically credited the next week's rations at the same time.

**With the card I could see how much entitlement I had left, how will I do that in the new system?**

Again, this is very simple. Just go to this website on your PC or smartphone: <https://nstep.azurewebsites.net/> Enter your card number and pin and then click 'log in'. This will take you to a page showing all of your remaining entitlements and, using the menu on the left, you can see what transactions you have done and even print reports of your purchases.

**What happens if my entitled dependants change.**

Although J1 CPB (for civilians) or your NSE is responsible for notifying Passes and Permits of these changes, you should ensure that they have the latest information. To draw rations for someone who is not entitled is a criminal offence and you must inform the NSE or J1 CPB of any changes to your status.