



Comparing “NTE Date” and “ID Badge Expiration Date”

Update - Overall Summary

“NTE Date”?

Found in NED under → NIH Work Info

NTE (Not To Exceed) Date:

- is an expiration date on the NED record itself
- is **not** a required field and is completely unrelated to the ID badge expiration date field
- may be the same as the ID badge expiration date, but **only if you make it the same**
- can be easily viewed in NED under Legacy NED reports
- for records linked to an external authoritative source (e.g., HRDB, FPS2, fsaATLAS) the date cannot be updated in NED
- for records **not** linked to an authoritative source (e.g., contractor records) AOs/ATs can enter and change a person’s NTE date as an Update

Make sure the NTE date is accurate—if you’re not sure about it, remove the date from NED!

- NED usually deactivates records containing an NTE date the day after the NTE date.
- NED deactivation results in loss of NIH services including the disabling of a person’s ID badge and NIH network access/email.

<http://idbadge.nih.gov/training/nedweb.asp>

“Badge Expiration Date”?

Found in NED under → NIH Services Info

ID Badge Expiration Date:

- is the expiration date of a person’s ID badge
- has **no** impact on network access (e-mail, etc)
- is a required field and determined by an AO/AT when requesting an ID badge in NED or by DPSAC during the badge issuance process

NIH ID Badge:



- is generally issued for up to one year
- summer interns receive badges that expire on 9/30 of the year they are issued
- also called “legacy” or “non-PIV” badges

HHS ID Badge:



- expiration date is based on classification:
 - up to 5 years for NIH FTEs
 - up to 4 years for Fellows, Guest Researchers and Special Volunteers
 - up to 2 years for Contractors
- also called a “smartcard” or a “PIV card”

My Tasks

Inbox

History

Saved Tasks

Scheduled Tasks

Renewal Tasks

Create/Modify Record

Register/Activate

Update

Transfer

Deactivate

Manage Services

Modify

Renew Badge

Self Service

Update My Record

Track My Badge Status

View Record/Status

Track Badge Status

View Badge History

View Account History

Find Person

Legacy Links

Legacy NED