

DD Form 214 Series Data Correctness Checklist

Tasks

1. **Update Restrictions and/or Suspension of Favorable Personnel Actions (SFPAs)*:**
 - a. Reference(s): User Manual (Ch. 20)
 - b. UPK(s)/Replays Demo: [Add/Remove SFPA](#) and [Add/Remove Restrictions to Member's Record](#)
2. **Process Separations*:**
 - a. Reference(s): User Manual (Ch. 13) and [Retirement and Separation PAR Job Aid](#)
 - b. UPK(s)/Replays Demo: [Voluntary Separation](#) and [Involuntary Separation](#)
3. **Validate Accessions:**
 - a. Reference(s): User Manual (Ch. 14, Process 14–1)
 - b. UPK(s)/Replays Demo: [Manual Direct Hire](#)
4. **Validate/Process Assignments and Departures/Arrivals:**
 - a. Reference(s): User Manual (Ch. 12)
 - b. UPK(s)/Replays Demo: [Modify Assignment Entitlements](#), [Depart a Member](#) and [Arrive a Member](#) / [Depart Member to Assignment](#) and [Arrive Member to Assignment](#)
5. **Process Reductions*:**
 - a. Reference(s): User Manual (Ch. 19, Process 19–1)
 - b. UPK(s)/Replays Demo: [Back-Dated Reduction](#) / [Process a Reduction](#)
6. **Process Absences:**
 - a. Reference(s): User Manual (Ch. 23); [Absence Analytics](#), [Canceled Absence](#), [Mass Absence Update](#), and [Monitor Approvals](#) Job Aids
 - b. UPK(s)/Replays Demo: Search "Absence" for a complete UPK listing



NOTE: The User Manual is regularly updated. Please ensure you utilize the most current version by accessing the manual through the system.

[User Manual](#)

Learn more at: <https://ipps-a.army.mil/>

*This action requires a Personnel Action Request (PAR) in IPPS-A. For further information on PARs, please see User Manual (Ch. 7).