

REVOKE ASSIGNMENT, CANCEL DD FORM 214 AND 214-1, AND GENERATE VOID MEMORANDUM

This Job Aid provides HR Professionals with step-by-step assistance in revoking an assignment resulting in the cancellation of a Member's DD Form 214, "Certificate of Uniformed Service" or DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum," which will generate a Void Memorandum.



MOTE: Only HR Professionals with the DD-Form 214 SUBCAT and Signature Authority role have access to cancel a DD Form 214 or DD Form 214-1.



NOTE: An asterisk (*) will designate where steps differ for DD Form 214-1.

Navigation

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Navigation CONTINUED

- 2. Navigate to Assignments Search page. Screen displays Search Criteria. Select Search.
- 3. The **Current/Approved** landing page displays.

Assignments Searc	h 2										
Search Criteria											
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DD Form 214 and 214-1 Cancellation

4. Under the Permanent Assignments section, locate the appropriate Transfer or Separation Assignment.



NOTE: Revoke the separation or transfer assignments associated with the Member's DD Form 214. (i.e., The triggering assignment and remaining transfer or separation assignment(s)). *If Applicable.

- 5. Select Other Actions drop down arrow. Select Revoke Assignment.
- 6. The Assignment Details landing page displays.

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Arrivals/Departures	Assignment Status Approved	User Action 2002 Revoke Assignment	
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	Assignment From 000000000	Initial End Date Reason	
	Standard Fields	Code	
	*Action Transfer	*Reason Transfer - Separation	
	Trans Type Retirement	Subtrans Type Regular	
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	Job Code 0000	Duty Title SENIOR HUMAN RESOURCES OFFICER	
	Duty Position Qual Q QUAL		
	Description		
	V Movement Fields		
	* Movement ID 40	Description Sufficient Service for Retir	
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		MPA Reason COMPL 20+ YRS AFS	
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DD Form 214 and 214-1 Cancellation CONTINUED

- 7. Under the **Revocation Reason** section, click the **Description** drop down arrow and select the revocation reason.
- 8. Select Submit Revoke Assignment. Popup message displays; Select OK to complete process.

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Assignment Details				
Name LTC V Empl ID 0000	VESLEY BRIERS 000000			
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DD Form 214 and 214-1 Cancellation CONTINUED

*For DD Form 214-1, skip steps 9-13 and go to step 14 on page 7.

9. The **Current/Approved** landing page displays. Under the **Permanent Assignments** section, locate the remaining, appropriate Transfer or Separation Assignment.



NOTE: Revoke the remaining separation or transfer assignments associated with the Member's DD Form 214. (i.e., The triggering assignment and remaining transfer or separation assignment(s)).

- 10. Select Other Actions drop down arrow; Select Revoke Assignment.
- 11. The Assignment Details landing page displays.

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Name LTC	WESLEY BRIERS				
Empl ID 000	000000				
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Approvals/Eligibility	Assignment Permanent		Assignment	ID 00000000	
Comments/Attachments	Employee Record 0		Assignment S	Seq 1	
Arrivals/Departures	Assignment Status Approved Workflow Status None Required		User Act	ion 2002 Revoke Assignment	
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DD Form 214 and 214-1 Cancellation CONTINUED

- 12. Under the **Revocation Reason** section, click the **Description** drop down arrow and select the revocation reason.
- 13. Select Submit Revoke Assignment. Popup message displays; Select OK to complete process.

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Comments/Attachments	Employee Record 0	Assignment Seq 1	
	Assignment Status Approved	User Action 2002 Revoke Assignment	
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	Projected Begin Dt 06/01/2025	Report Date 06/01/2025	
	Number of Days 2923	Projected End Dt 06/01/2033	
	Assignment From 000000000 Do you wish to revoke this assignment?	Initial End Date Reason Code ETS/MRD	
	Standard Fields Click the OK button to proceed.		
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	With Duty At No		
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		Tour Indicator	
	Job Code 0000	Duty Title SENIOR HUMAN RESOURCES OFFICER	
	Duty Position Qual Q QUAL		
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	Description CONFINEMENT (DEL)		
	✓ Movement Fields		
	* Movement ID 40	Description Sufficient Service for Retir	
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DD Form 214 and 214-1 Cancellation CONTINUED

14. The **Current/Approved** landing page displays. Click the Home icon to navigate to the HR Professional landing page.

15. Select the **DD Form 214-HR** Tile to open the **DD Form 214** landing page.

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- 16. The DD Form 214 landing page displays. Enter all applicable criteria for the Member.
 - 16A. Select Search.
 - 16B. Select the desired Member from the DD Form 214 list.

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- 17. The **DD Form 214** landing page displays.
 - 17A. Select **Remarks** from the menu panel.
 - 17B. The **Remarks** section displays.
 - 17C. Under the DD Form 214 Remark Code section, select the Edit icon to update the cancellation (CAN) Description.
 - 17D. Enter the appropriate text and select **Done**.

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		SAVE	Remark Line 2 Remark Line 3 Remark Line 4 Remark Line 5			,	REFRESH	
Version 1.0 20250523			Remark Line 6 Remark Line 7 Remark Line 8 Remark Line 9	For example: Member reenlisted, or Member	descriptive as possit extended, Member Court Martial.	ole.	Page 8, continued or	n next page



DD Form 214 and 214-1 Cancellation CONTINUED

- 18. Click Save.
- 19. Select **Next** to continue.

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	Remarks				
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	CAN	Yes	THIS DD FORM 214 WAS CANCELLED DUE TO SOLIDER IN CONFINEMENT.	0	
	Yes I have validated Remarks				
18	SAVE	IPPS-A		REFRESH	
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- 20. The Attachments & Review section will display.
- 21. Verify that cancellation was successful under the Transaction History section.
- 22. Select **Exit** to complete process.

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Attachments & Review Visited		ADD COMMENTS 😅	
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DD Form 214 and 214-1 Cancellation CONTINUED

h DD FORM 214	DD FORM 214 Liet								
npl ID									
00000000	Empl ID	Name	ACT Assignment ID	Seq No Assigned Oprid	UIC	Business Unit	Last Update User ID	DD FORM 214 Status	Actions
DID	1 000000000	LTC WESLEY BRIERS	00000000	0 000000000.00	000000	ARACA	000000000.00	Cancelled	Actions ⊙
signment From Date									
signment To Date									
signment ID		NOTE [,] Once the	DD Form 214 or 2	214-1 cancellation p	ocess is a	complete th)e		
	je j	DD Earm 214 C	tatus will reflect as	Cancelled and IPPS	A will a	porato a M	חור		
-		ע די די די די די די די די די י			-A will ge	inerale a vo	עונ		
st Name		memo and sen	d to Member's IPE	RMS.					
st Name	Г								
D FORM 214 Status	D	STREET COLOR							
			DEPARTME	ENT OF THE ARMY					
Search Clear			UNITED STATES ARMY 1600 SPEARH	HUMAN RESOURCES COMMAND EAD DIVISION AVENUE					
			FORT KNOX,	KENTUCKY 40122-5209					
		AHRC-PDT (RM	V635-8)		23 April 20	25			
		MEMORANDU	M FOR SEE DISTRIBUTION						
		SUBJECT: Voi	ding DD FORM 214 for BRIER	S, WESLEY, LTC, 000000000					
		1. References:	AR 635-8. Separation Docum	ients					
			and observe and a second						
		2. In accordance incremental inc	e with the above reference, the reases for this period active/s	ervice separation date 01 June	2025 issued 1	for			
		(BRIERS, WESLI	EY, LTC, 0000000000-0, 000	0000000-0) be voided. This D	D FORM 214 v	vas			
		uploaded to iPE	RMS.	OID will be placed on any voic	led DD Form 2	214			
		3. The POC for	this action is the undersigned	ł.					
		FOR THE COM	MANDER						
		2 Encls	A	pproved By: SMITH, JOHN, Co	ntractor				
		DD Form 214 Order revocatio	2						
		Order revocatio	n						
		DISTRIBUTION	I: ESLEV LTC						
		Commander	ESLET, LIC						
		AMHRR							
		DMDC							
		Finance							

IPPS-A RESOURCES

- Website
- Training Aids
- R3 Resources Demo Server
- User Manual (Chapter 13)

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