

DD FORM 214 AND 214-1 CANCELLATION JOB AID

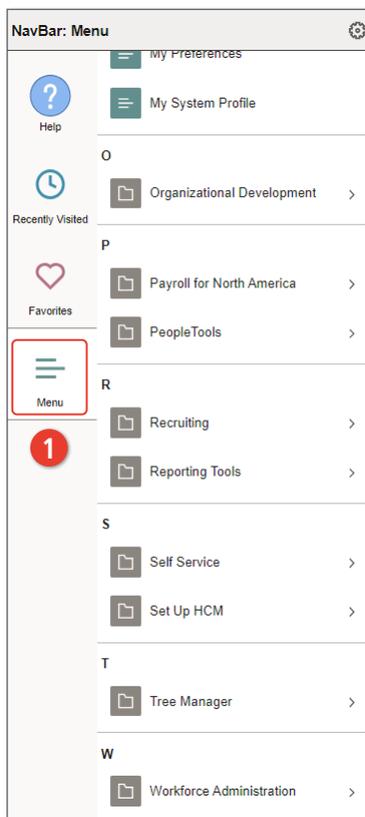
REVOKE ASSIGNMENT, CANCEL DD FORM 214 AND 214-1, AND GENERATE VOID MEMORANDUM

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.

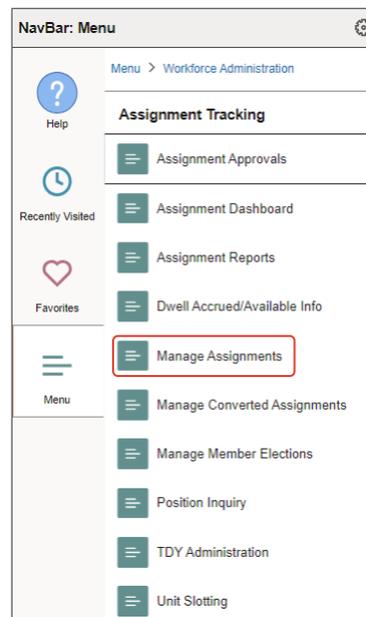
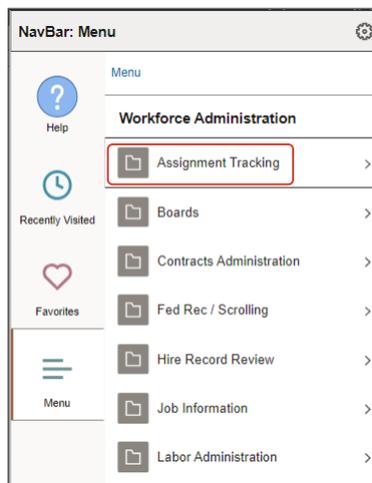
 *NOTE: Only HR Professionals with the DD-Form 214 SUBCAT and Signature Authority role have access to cancel a DD Form 214 or DD Form 214-1.*

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

Navigation



1. Navigation: HR Professional > Navigator > Menu > Workforce Administration, Assignment Tracking, Manage Assignments



Navigation CONTINUED

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

Assignments Search 2

Search Criteria

Empl ID

Name

First Name

Last Name

Current/Approved 3

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit: US Army Active Component
Component Category: ACMS-Force Structure Unit Pers-Avail Unknown
UIC: 000000

Location: FT LEAVENWORTH
Job Code: 042H SENIOR HUMAN RESOURCES OFFICER
Position: 00000000 S1HR SYS MGR OFF OCIT
Duty Status: Absence
Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	Other Actions
000000000 JO	Arrived	Active	PCS Operational	07/19/2023 05/31/2025	000000 000000	000000 S1HR SYS MGR OFF OCIT	0002559 FT LEAVENWORTH	Other Actions View Order
000000000 Online Asg	Approved	Active	Transfer Transfer - Separation	05/31/2025 05/31/2025	000000 000000	000000 Standard Excess	00134929 FORT LEAVENWORTH	Other Actions View Order
000000000 Online Asg	Approved	Reserve	PCA Retirement - Voluntary	06/01/2025 06/01/2033	000000 000000	R00000 Retired List	00152374 FORT KNOX	Other Actions View Order

Temporary Assignments

[Return to Search](#)

Related Information

Find Help

3 Recommended Solutions

0 Known Issues

My Cases

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.

Current/Approved

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Permanent Assignments 4

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
000000000 JO	Arrived	Active	PCS Operational	07/10/2023 05/31/2025	000000 000000	000000 S1HR SYS MGR OFF OC/T	00022559 FT LEAVEN
000000000 Online Asg	Approved	Active	Transfer Transfer - Separation	05/31/2025 05/31/2025	000000 000000	000000 Standard Excess	00134929 FORT LEAV
000000000 Online Asg	Approved	Reserve	PCA Retirement - Voluntary	06/01/2025 06/01/2033	000000 000000	R00000 Retired List	00152374 FORT KNOX

Actions 5

- Deferment
- Revoke Assignment
- Location Change
- TDY Event
- Asgn From Change
- Report Date Change
- Update Position Qualification
- Amend Dependents
- Reset ESTABID

Assignment Details 6

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Assignment Details

Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Workflow Status: None Required

Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Component Category: Training Status
PERSTEMPO Info
View/Update TDY Event

Assignment Dates

Projected Begin Dt: 05/31/2025
Report Date: 05/31/2025
Number of Days: 1
Projected End Dt: 05/31/2025
Assignment From: 000000000
Initial End Date Reason Code

Standard Fields

*Action: Transfer
*Reason: Transfer - Separation
Trans Type: Retirement
Subtrans Type: Regular
UIC: 000000
Position: 00000000
Location: 00134929 FORT LEAVENWORTH
Over Strength Indicator: OVERSTRENGTH
With Duty At: No
Tour Type: NOT APPLICABLE
Estab ID: CONUS
Tour Indicator
Job Code: 0000
Duty Title: SENIOR HUMAN RESOURCES OFFICER
Duty Position Qual: Q QUAL

Revocation Reason

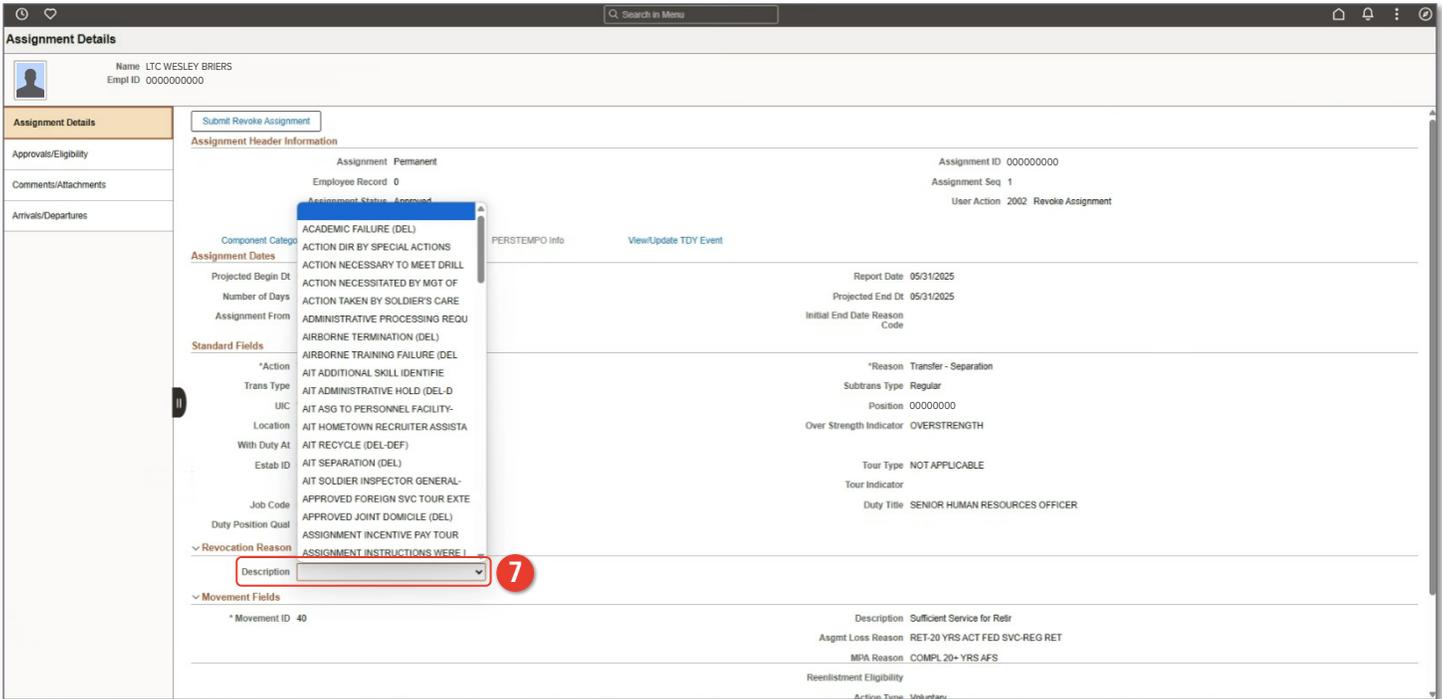
Description: [Dropdown]

Movement Fields

* Movement ID: 40
Description: Sufficient Service for Retr
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20+ YRS AFS
Reenlistment Eligibility
Action Type: Voluntary

DD Form 214 and 214-1 Cancellation CONTINUED

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



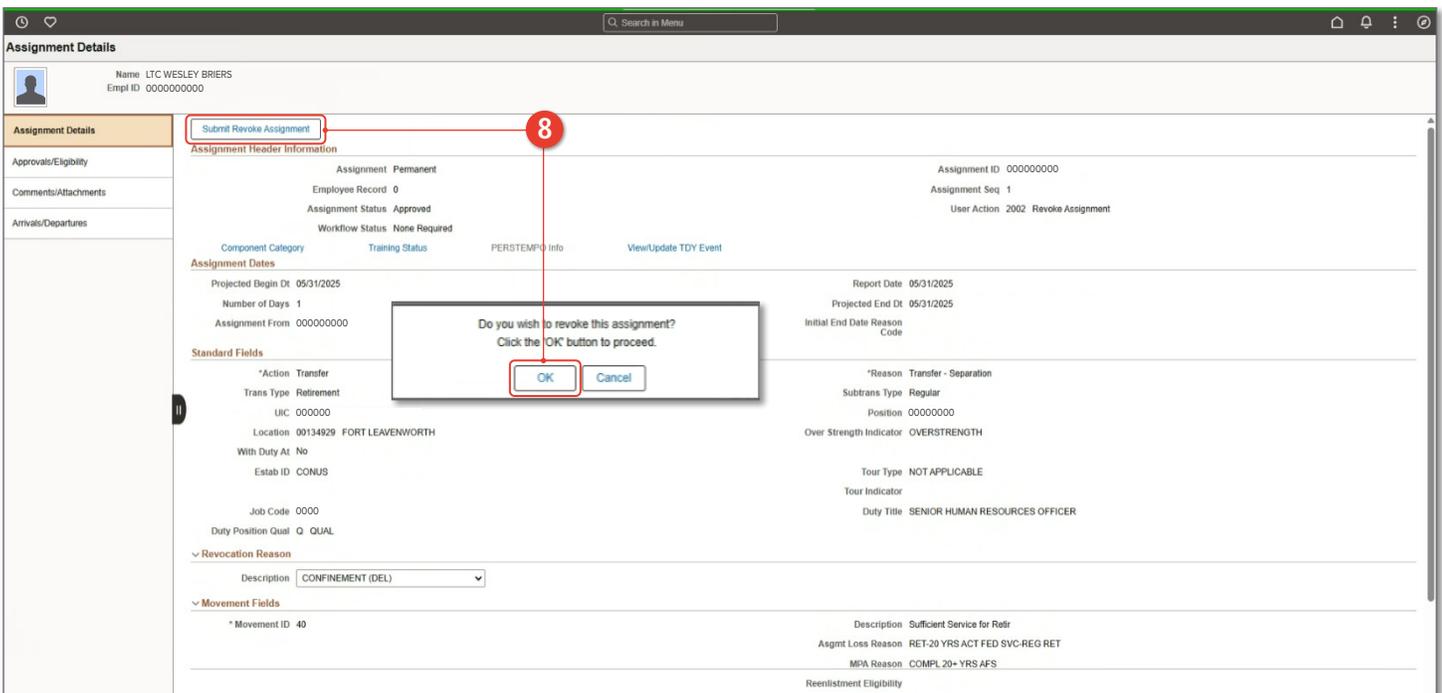
Assignment Details
Name: LTC WESLEY BRIERS
Empl ID: 000000000

Assignment Details
Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Revocation Reason
Description: **ASSIGNMENT INSTRUCTIONS WERE I**

Standard Fields
*Action: Transfer - Separation
Trans Type: Regular
UIC: 00000000
Position: 00000000
Over Strength Indicator: OVERSTRENGTH
Tour Type: NOT APPLICABLE
Tour Indicator: SENIOR HUMAN RESOURCES OFFICER
Duty Title: SENIOR HUMAN RESOURCES OFFICER

Movement Fields
*Movement ID: 40
Description: Sufficient Service for Retir
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20-YRS AFS



Assignment Details
Name: LTC WESLEY BRIERS
Empl ID: 000000000

Assignment Details
Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Workflow Status: None Required
Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Assignment Dates
Projected Begin Dt: 05/31/2025
Number of Days: 1
Assignment From: 000000000

Standard Fields
*Action: Transfer
Trans Type: Retirement
UIC: 000000
Location: 00134929 FORT LEAVENWORTH
With Duty At: No
Etab ID: CONUS
Job Code: 0000
Duty Position Qual: Q QJAL

Revocation Reason
Description: CONFINEMENT (DEL)

Movement Fields
*Movement ID: 40
Description: Sufficient Service for Retir
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20-YRS AFS

Confirmation Dialog:
Do you wish to revoke this assignment?
Click the OK button to proceed.
OK Cancel

DD Form 214 and 214-1 Cancellation CONTINUED

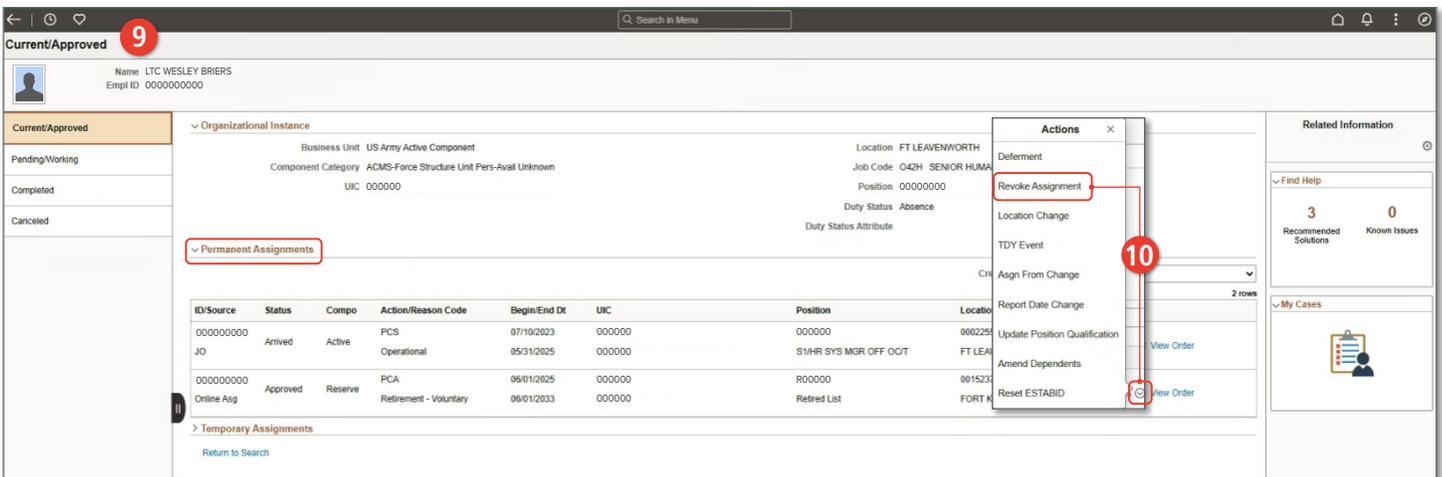
*For DD Form 214-1, skip steps 9-13 and go to step 14 on page 7.

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.



Current/Approved 9

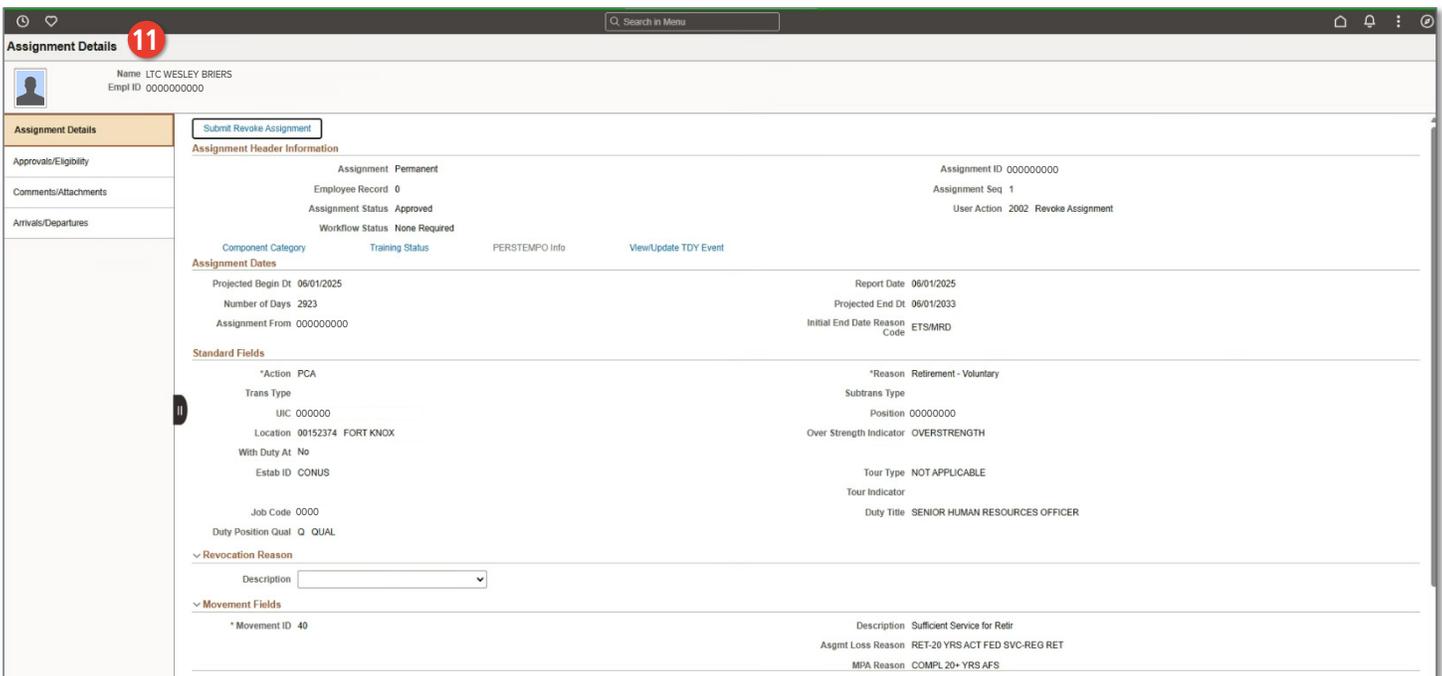
Name: LTC WESLEY BRIERS
Empl ID: 000000000

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
000000000	Arrived	Active	PCS	07/10/2023	000000	000000	000225
JO			Operational	05/31/2025	000000	S1/HR SYS MGR OFF DC/T	FT LEA
000000000	Approved	Reserve	PCA	06/01/2025	000000	R00000	001523
Online Asg			Retirement - Voluntary	06/01/2033	000000	Retired List	FORT K

Actions

- Deferment
- Revoke Assignment**
- Location Change
- TDY Event
- Assign From Change
- Report Date Change
- Update Position Qualification
- Amend Dependents
- Reset ESTABID



Assignment Details 11

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Submit Revoke Assignment

Assignment Header Information

Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Workflow Status: None Required
Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Assignment Dates

Projected Begin Dt: 06/01/2025
Report Date: 06/01/2025
Number of Days: 2923
Projected End Dt: 06/01/2033
Assignment From: 000000000
Initial End Date Reason Code: ETS/MRD

Standard Fields

*Action: PCA
*Reason: Retirement - Voluntary
Trans Type
Subtrans Type
UIC: 000000
Position: 000000000
Location: 00152374 FORT KNOX
Over Strength Indicator: OVERSTRENGTH
With Duty At: No
Tour Type: NOT APPLICABLE
Etab ID: CONUS
Tour Indicator
Job Code: 0000
Duty Title: SENIOR HUMAN RESOURCES OFFICER
Duty Position Qual: Q QUAL

Revocation Reason

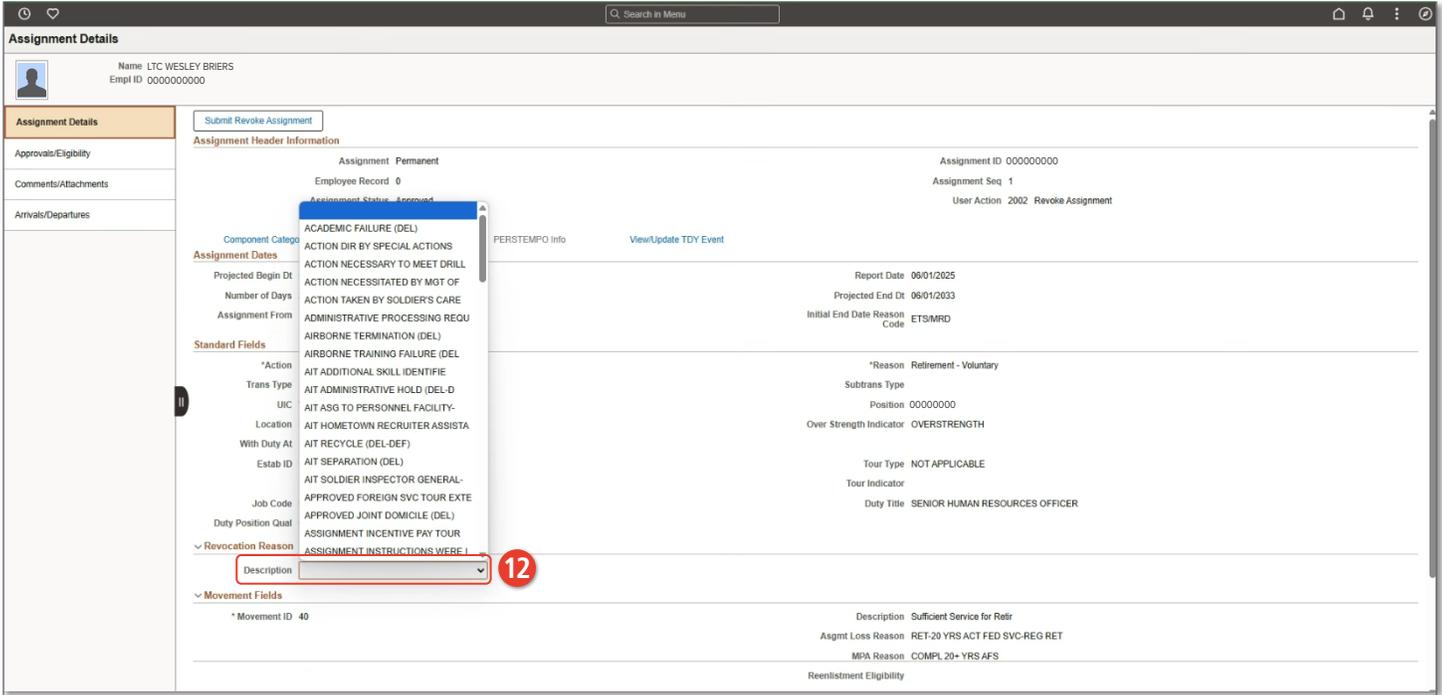
Description: [Dropdown]

Movement Fields

*Movement ID: 40
Description: Sufficient Service for Retir
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20+ YRS AFS

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**. Pop up message displays; Select **OK** to complete process.



Assignment Details

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Assignment Details

[Submit Revoke Assignment](#)

Assignment Header Information

Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Assignment Dates

Projected Begin Dt: 06/01/2025
Number of Days: 2923
Assignment From: 000000000

Standard Fields

*Action: PCA
Trans Type: 000000
UIC: 000000
Location: 00152374 FORT KNOX
With Duty At: No
Etab ID: CONUS
Job Code: 0000
Duty Position Qual: Q QUAL

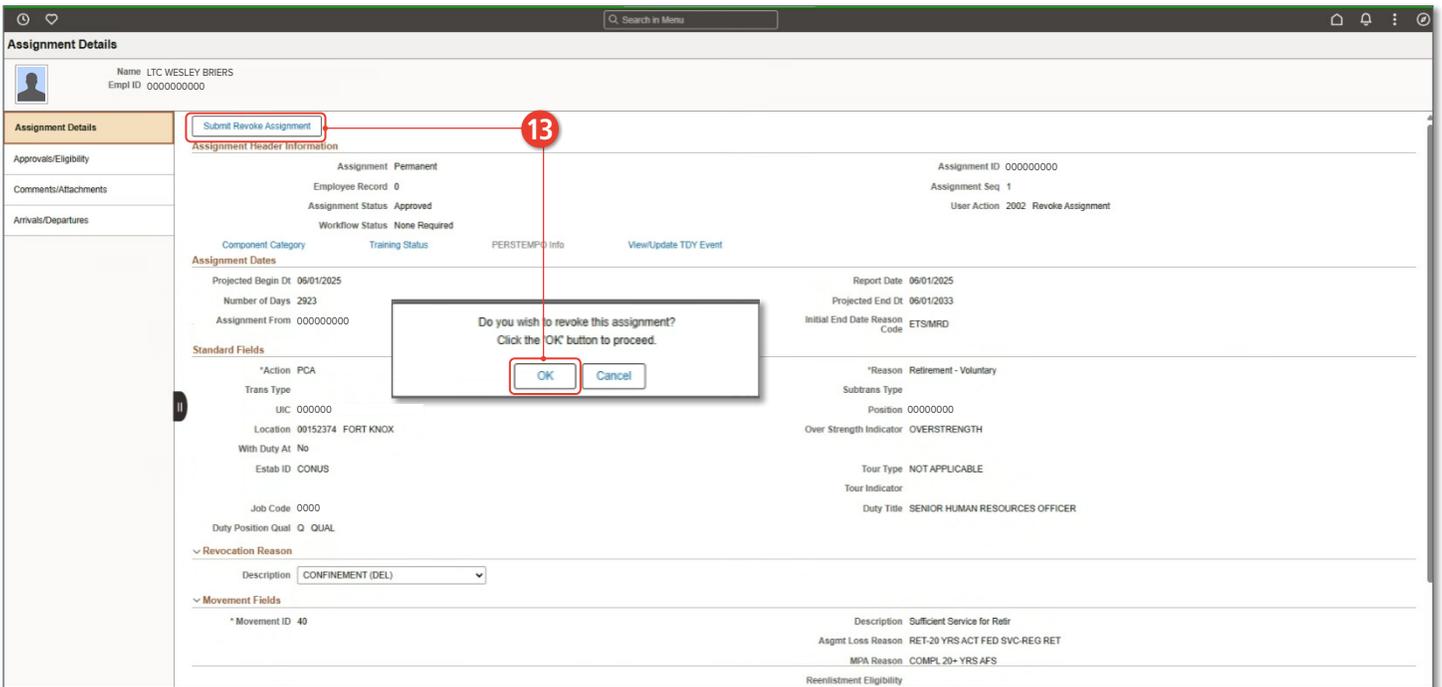
Revocation Reason

Description: **CONFINEMENT (DEL)**

Movement Fields

*Movement ID: 40

Report Date: 06/01/2025
Projected End Dt: 06/01/2033
Initial End Date Reason Code: ETS/MRD
*Reason: Retirement - Voluntary
Subtrans Type: 00000000
Position: 00000000
Over Strength Indicator: OVERSTRENGTH
Tour Type: NOT APPLICABLE
Tour Indicator: SENIOR HUMAN RESOURCES OFFICER
Duty Title: SENIOR HUMAN RESOURCES OFFICER
Description: Sufficient Service for Retir
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20+ YRS AFS
Reenlistment Eligibility



Assignment Details

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Assignment Details

[Submit Revoke Assignment](#)

Assignment Header Information

Assignment: Permanent
Employee Record: 0
Assignment Status: Approved
Workflow Status: None Required
Assignment ID: 000000000
Assignment Seq: 1
User Action: 2002 Revoke Assignment

Assignment Dates

Projected Begin Dt: 06/01/2025
Number of Days: 2923
Assignment From: 000000000

Standard Fields

*Action: PCA
Trans Type: 000000
UIC: 000000
Location: 00152374 FORT KNOX
With Duty At: No
Etab ID: CONUS
Job Code: 0000
Duty Position Qual: Q QUAL

Revocation Reason

Description: CONFINEMENT (DEL)

Movement Fields

*Movement ID: 40

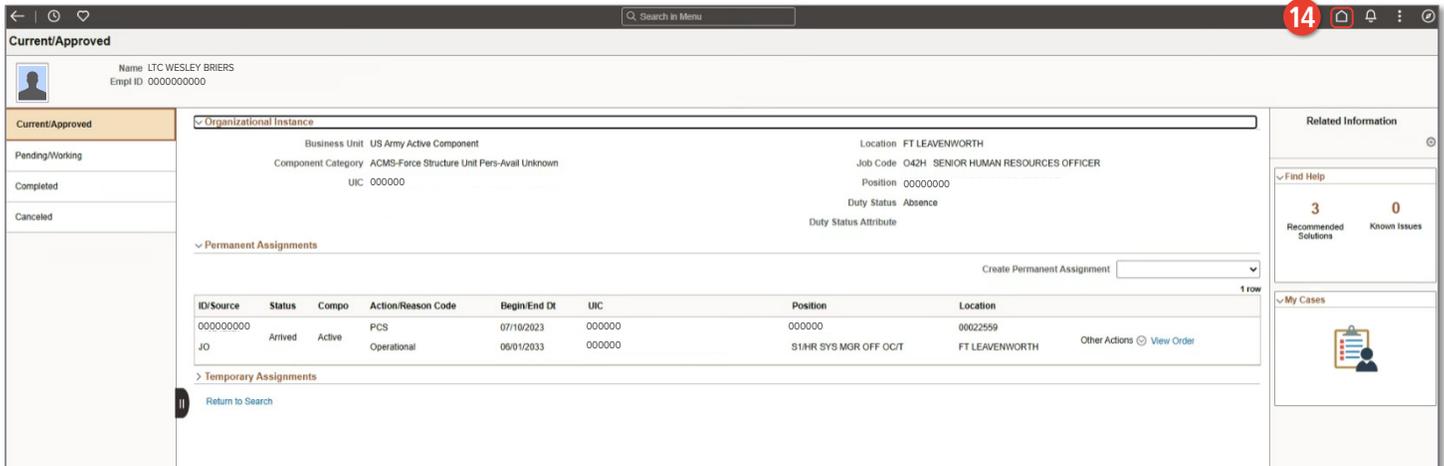
Report Date: 06/01/2025
Projected End Dt: 06/01/2033
Initial End Date Reason Code: ETS/MRD
*Reason: Retirement - Voluntary
Subtrans Type: 00000000
Position: 00000000
Over Strength Indicator: OVERSTRENGTH
Tour Type: NOT APPLICABLE
Tour Indicator: SENIOR HUMAN RESOURCES OFFICER
Duty Title: SENIOR HUMAN RESOURCES OFFICER
Description: Sufficient Service for Retir
Asgmt Loss Reason: RET-20 YRS ACT FED SVC-REG RET
MPA Reason: COMPL 20+ YRS AFS
Reenlistment Eligibility

Do you wish to revoke this assignment?
Click the OK button to proceed.

OK **Cancel**

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.



Current/Approved

Name: LTC WESLEY BRIERS
Empl ID: 000000000

Organizational Instance

Business Unit: US Army Active Component
Location: FT LEAVENWORTH
Component Category: ACMS-Force Structure Unit Pers-Avail Unknown
Job Code: O42H SENIOR HUMAN RESOURCES OFFICER
UIC: 000000
Position: 0000000
Duty Status: Absence
Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
000000000	Arrived	Active	PCS	07/10/2023	000000	000000	00022559
JO			Operational	06/01/2033	000000	S11HR SYS MGR OFF OCT	FT LEAVENWORTH

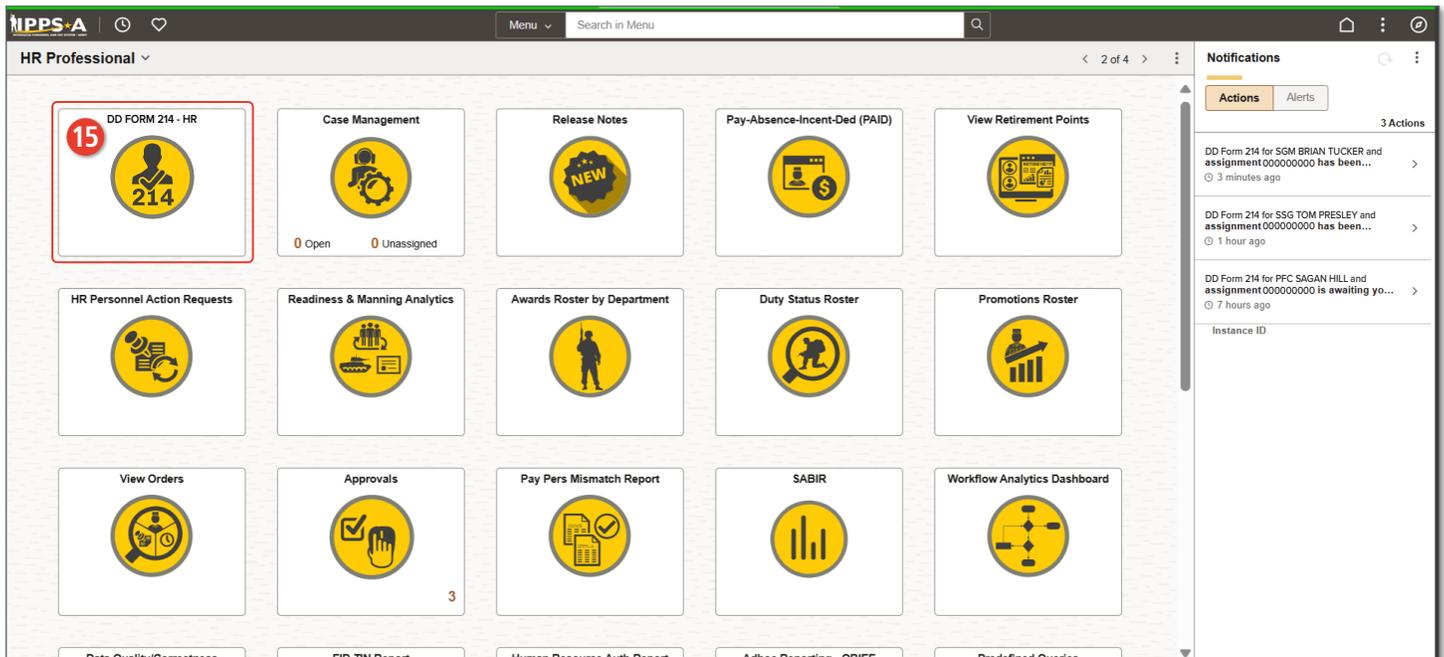
Temporary Assignments

Return to Search

Related Information

Find Help: 3 Recommended Solutions, 0 Known Issues

My Cases



HR Professional

DD FORM 214 - HR (15)

Case Management: 0 Open, 0 Unassigned

Release Notes (NEW)

Pay-Absence-Incent-Ded (PAID)

View Retirement Points

HR Personnel Action Requests

Readiness & Manning Analytics

Awards Roster by Department

Duty Status Roster

Promotions Roster

View Orders

Approvals (3)

Pay Pers Mismatch Report

SABIR

Workflow Analytics Dashboard

Notifications

3 Actions

- DD Form 214 for SGM BRIAN TUCKER and assignment 000000000 has been... 3 minutes ago
- DD Form 214 for SSG TOM PRESLEY and assignment 000000000 has been... 1 hour ago
- DD Form 214 for PFC SAGAN HILL and assignment 000000000 is awaiting yo... 7 hours ago

DD Form 214 and 214-1 Cancellation CONTINUED

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.

17. The DD Form 214 landing page displays.

17A. Select **Remarks** from the menu panel.

17B. The **Remarks** section displays.

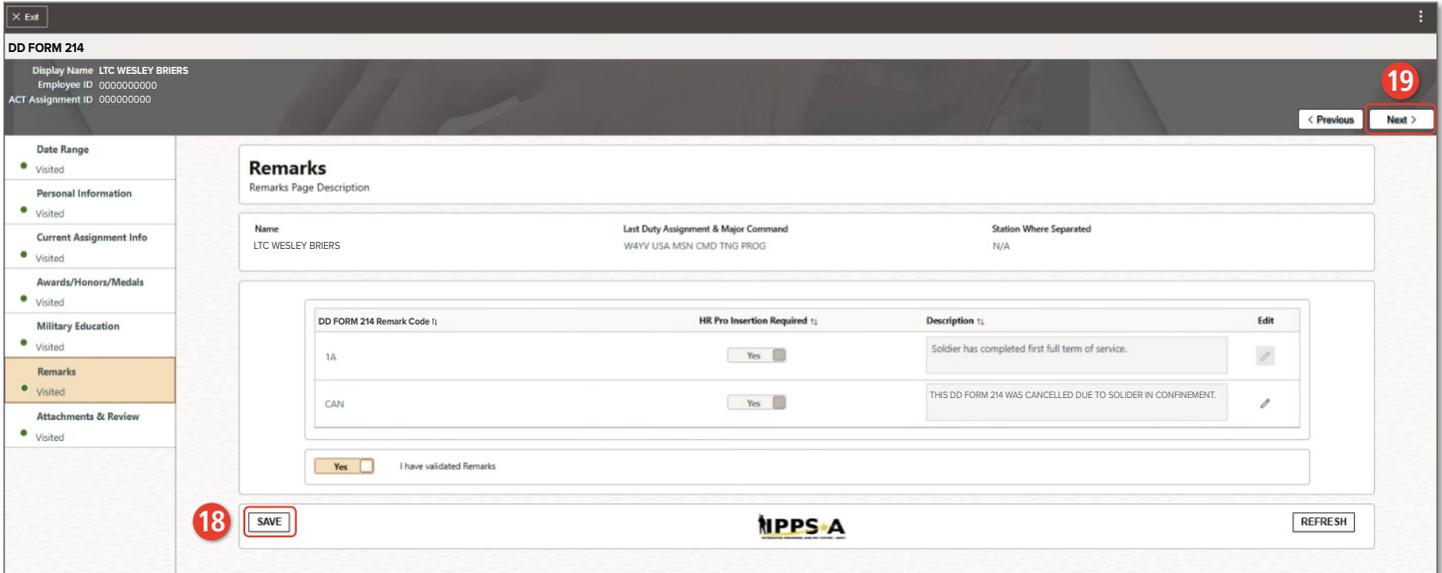
17C. Under the DD Form 214 Remark Code section, select the **Edit** icon to update the cancellation (CAN) Description.

17D. Enter the appropriate text and select **Done**.

NOTE: Text must be as descriptive as possible.
For example: Member extended, Member reenlisted, or Member Court Martial.

DD Form 214 and 214-1 Cancellation CONTINUED

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

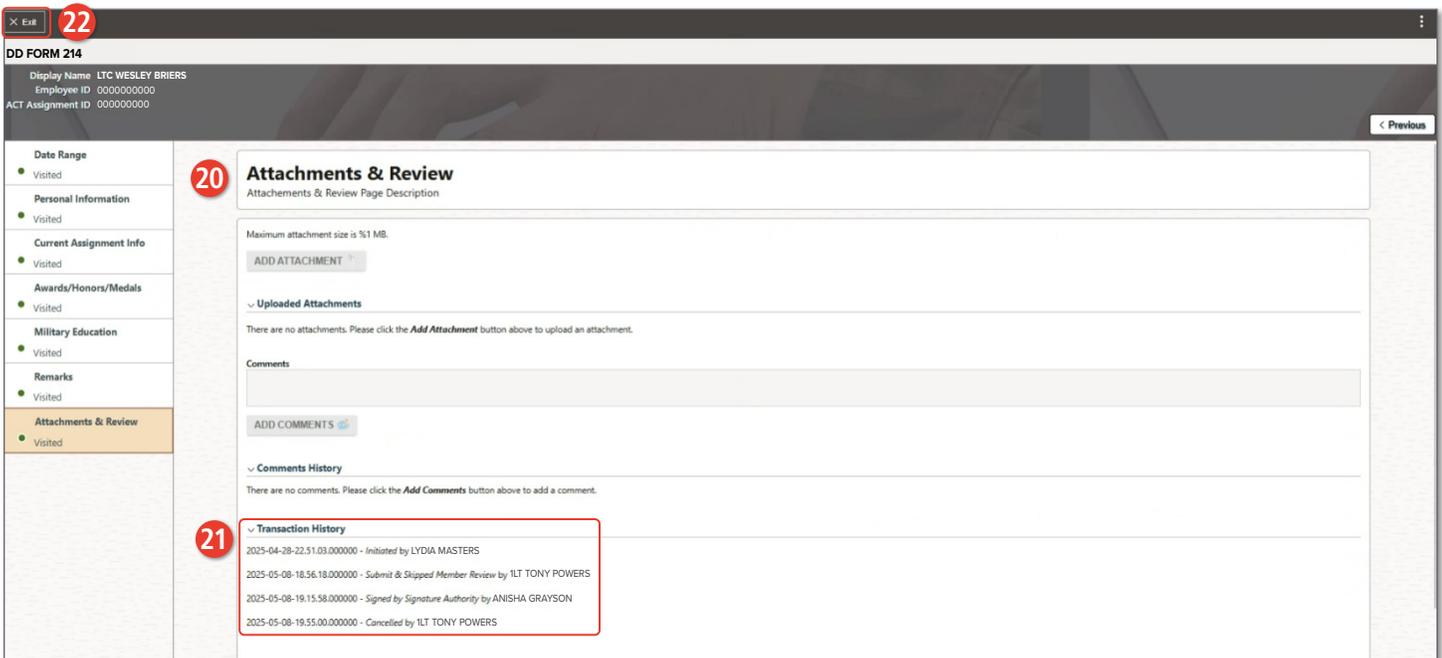


The screenshot shows the 'Remarks' section of the DD FORM 214 cancellation process. The user is prompted to click 'SAVE' (marked with a red circle 18) and then 'Next' (marked with a red circle 19). The 'Remarks' section contains a table with the following data:

DD FORM 214 Remark Code 1:	HR Pro Insertion Required 1:	Description 1:	Edit
1A	<input type="checkbox"/>	Soldier has completed first full term of service.	
CAN	<input type="checkbox"/>	THIS DD FORM 214 WAS CANCELLED DUE TO SOLDIER IN CONFINEMENT.	

Below the table, there is a checkbox labeled 'I have validated Remarks' which is currently unchecked. The 'SAVE' button is highlighted with a red box and a red circle 18. The 'Next' button is highlighted with a red box and a red circle 19.

20. The **Attachments & Review** section will display.
21. Verify that cancellation was successful under the **Transaction History** section.
22. Select **Exit** to complete process.



The screenshot shows the 'Attachments & Review' section of the DD FORM 214 cancellation process. The user is prompted to click 'Exit' (marked with a red circle 22) and 'Next' (marked with a red circle 20). The 'Attachments & Review' section contains the following information:

Maximum attachment size is 1 MB.
ADD ATTACHMENT

Uploaded Attachments
There are no attachments. Please click the **Add Attachment** button above to upload an attachment.

Comments
ADD COMMENTS

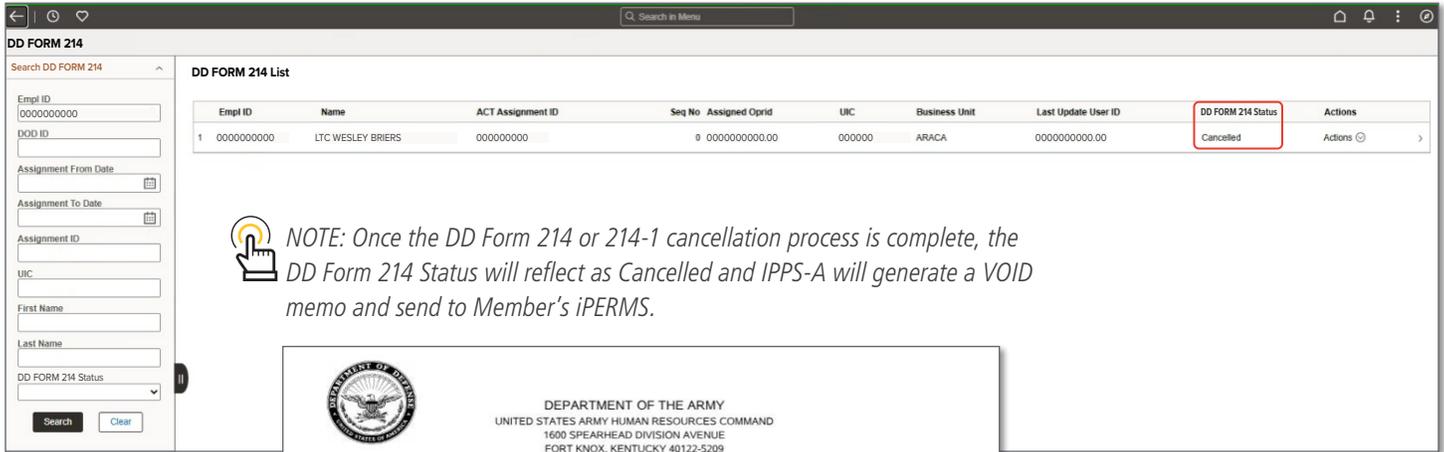
Comments History
There are no comments. Please click the **Add Comments** button above to add a comment.

Transaction History

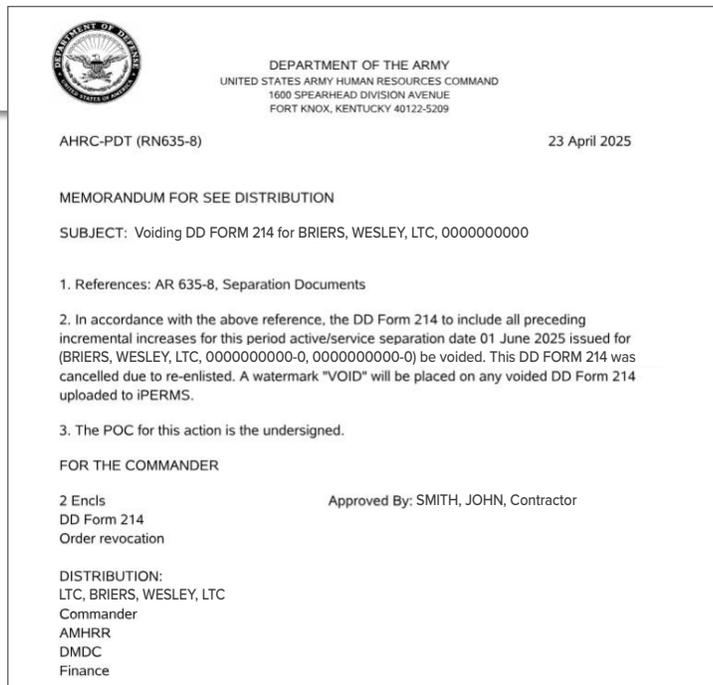
2025-04-28-22.51.03.000000 - Initiated by LYDIA MASTERS
2025-05-08-18.56.18.000000 - Submit & Skipped Member Review by ILT TONY POWERS
2025-05-08-19.15.58.000000 - Signed by Signature Authority by ANISHA GRAYSON
2025-05-08-19.55.00.000000 - Cancelled by ILT TONY POWERS

The 'Transaction History' section is highlighted with a red box and a red circle 21. The 'Exit' button is highlighted with a red box and a red circle 22. The 'Next' button is highlighted with a red box and a red circle 20.

DD Form 214 and 214-1 Cancellation CONTINUED



The screenshot shows the 'DD FORM 214 List' interface. On the left is a search sidebar with fields for Empl ID, DOD ID, Assignment From Date, Assignment To Date, Assignment ID, UIC, First Name, Last Name, and DD FORM 214 Status. The main table lists one entry for LTC WESLEY BRIERS with a 'Cancelled' status highlighted in a red box. A note with a hand icon states: 'NOTE: Once the DD Form 214 or 214-1 cancellation process is complete, the DD Form 214 Status will reflect as Cancelled and IPPS-A will generate a VOID memo and send to Member's iPERMS.'



DEPARTMENT OF THE ARMY
UNITED STATES ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KENTUCKY 40122-5209

AHRC-PDT (RN635-8) 23 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Voiding DD FORM 214 for BRIERS, WESLEY, LTC, 0000000000

- References: AR 635-8, Separation Documents
- In accordance with the above reference, the DD Form 214 to include all preceding incremental increases for this period active/service separation date 01 June 2025 issued for (BRIERS, WESLEY, LTC, 0000000000-0, 0000000000-0) be voided. This DD FORM 214 was cancelled due to re-enlisted. A watermark "VOID" will be placed on any voided DD Form 214 uploaded to iPERMS.
- The POC for this action is the undersigned.

FOR THE COMMANDER

2 Encls DD Form 214 Order revocation

DISTRIBUTION:
LTC, BRIERS, WESLEY, LTC
Commander
AMHRR
DMDC
Finance

Approved By: SMITH, JOHN, Contractor

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [User Manual \(Chapter 13\)](#)