LOG INTO THE vMPF:

-**Orders Processing Application**

-Use **SSN** to find the member

**+** [Pending Authentication: With AFPC Pending Authorization: With approving section NCO]

-Click “**Amend**” for the orders you’re amending

Pg. 1 **NO CHANGES**/EVERYTHING STAYS THE SAME

Pg. 2 EDIT AS FOLLOWS:

* The following order is: **\*Amended as shown in item 5 \*In Part**
* Skip A. Item

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* B. Item:
* Is Amended to:  **\*Include**
* Remarks box [IN ALL CAPS]

**“SEE REMARKS”**

CLICK “NEXT”

Pg. 3 EDIT AS FOLLOWS:

**Add Additional Remarks**

-Click:

-Click on “Remark Type” dropdown

-Select **“AOT CONUS-CONUS (Relocating CONUS to CONUS)”** or **“AOT CONUS TO OVERSEAS”** or **“AOT 2018 OS to CONUS”** or **“AOT 2018 OS to OS”** [Whichever is applicable to the member’s orders]

* For **“AOT CONUS-CONUS (Relocating CONUS to CONUS)”** or **“AOT CONUS TO OVERSEAS”** Scroll down the list of remarks until you find **“Join Spouse: (Use when one or both of the Airmen in the military couple have an Assignment Action Reason of something other than A4)”** and check the box beside it.
  + Replace the example **(Grade, Name, SSAN)** with the spouse’s information.
* For **“AOT 2018 OS to CONUS”** or **“AOT 2018 OS to OS”** Scroll down the list of remarks until you find **“Join Spouse Assignment: Keep in PCS Orders when one or both of the couple's AAR is not A4. This statement is only to be used if the assignment action reason (AAR) for both or one of the Airmen in the military couple have an AAR or something other than A4.”** and check the box beside it.
  + Replace the example **(Military affiliation and last 4 of SSAN)** with the spouse’s information.

COMMENTS:

-Explain what was amended:

Ex. **“FM: PCS ORDERS WERE AMENDED TO ADD JOIN SPOUSE - INITIALS”**

**Submit for Approval**

-Click:

***DONE! \*\****

***\*NOTE: It can take up to two weeks before AFPC authenticates the amendments***

***\*NOTE II: Be sure to update the Tracker with the amendment you just submitted, as well as inform the authorizing section NCO***