

Section A: Introduction

Version	Date	Revision(s)
1	1 Jul 24	myFSS process for submitting IMA AF Form 2096

INTRODUCTION: The purpose of this Job Aid is to guide Reserve members through the navigation of the myFSS platform to submit Individual Mobilization Augmentee (IMA) Form 2096 for Classification/On-The-Job Training Actions.

1. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

• Air Reserve Personnel Center (ARPC/DPAT)

2. TARGET AUDIENCE:

• Air Force Reserve (AFR) Airman

3. REFERENCES:

- AF Form 2096, Classification/On-the-Job Training Action
- AFMAN 36-2100, Military Utilization and Classification
- DAFMAN 36-2689, Training Program
- AFECD, Air Force Enlisted Classification Directory
- AFOCD, Air Force Officer Classification Directory
- SEI PSDG, Special Experience Identifier Personnel Services Delivery Guide

NOTE:

The knowledge article for submitting this request can be found my myFSS by searching "AFR Individual Mobilization Augmentee (IMA) AF Form 2096 Classification/OJT Request"

Section B: Submitting IMA AF Form 2096

1. Following a successful navigation to the Airman Community Landing Page, locate the **Knowledge Article** search bar.



2. Locate and select the **AFR Individual Mobilization Augmentee AF Form 2096** Knowledge Article. Knowledge Article Link: Knowledge Detail (af.mil)

AFR Individual Mobilization Augmentee 🔍 My Apps 🗸	Helpful Links 🗸 Ask A Question	0 × 🛛 🖉 🙆
AFR Individual Mobilization Augmentee (IMA) Correspondence Course Request AFR Individual Mobilization Augmentee (IMA) Training Waiver Request AFR Individual Mobilization Augmentee (IMA) AF Form 2006 Classification (OUT Request		
AFR Individual Modification Augmentee (MAI Formal School Ferlieted Professional Military Education IEPPE Request INTERSEET Sergeant FRANK NATHAN OLIVERHENRY III		

3. Review the Knowledge Article and utilize **Related Resources** for a fillable AF 2096. IMA members should work with their Active Duty unit to complete the AF 2096 before submitting a request to their Detachment. In the event you are unsure what to do, proceed to creating a request to your detacment for further instruction.

2023/268 Updated: 12 Jan 2023 idual Mobilization Augmentee [IMA] AF Form 20 to Air Force Reserve at Unit Taking Managers in completing and submitting the AF form 309 ation Augmentee IDA]. This Internation synthesize gularance found in Day 19-2670. To Air One Development as well as the Air Force Specially roomel Sentices Delivery Guides. 1906 to request award, upgrade, correction, or re-designation of an AFSC.	D96 Classification 6, Classification/On-the-Jod AFMAN 35-2100, Milliary U r Code (AFSC) maintenance . Special Experience Identifi	/DJT Request
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4. Review the AFR IMA 2096 Request information before proceeding.

AFR IMA 2096 Request	
ielect the appropriate request option from the drop-down box below	
 CAFSC Correction/Update SEI Award and Withdrawal Skill Level Upgrade General Inquiry 	
ubject: Prefilled to say, "(FOUO) Classification/Upgrade/2096 Request for an IMA [Rank Last Name]." Replace "[Rank Last Name]" with the member's information, but nodify the rest of the subject. Improper modification of the subject may cause a delay in the processing of your request.	.it do
Attachments: Required for all requests except general inquiries. Failure to include the correct paperwork will cause a delay in processing. To download the form, or to examples of each request, visit RMG Training Management. Attachments must be submitted in PDF format.	view
IMA's Assigned Detachment	
None	÷
Product	

5. Open the IMA's Assigned Detachment drop-down answer field and select your HQ RIO Detachment.

* IMA's Assigned Detachment
None
None
HQRIO
HQ RIO Det 2
HQ RIO Det 3
HQ RIO Det 4
HQ RIO Det 7
HQ RIO Det 8
(FOUO) Classification/Upgrade/2096 request for an IMA: Faherty
Question
If submitting PII information it must not be in the Subject nor the Comment/Request field, this is a violation of PII policy and will result in the immediate deletion of this

6. Open the **Product** drop-down answer field and select **Air Reserve Officer** or **Air Officer Enlisted**.

* IMA's Assigned Detachment]
HQ RIO Det 2	
*Product	
None	
None	
Air Reserve Officer	l
Air Reserve Enlisted	ļ
* Subject	
(FOUO) Classification/Upgrade/2096 request for an IMA: Faherty	
Question	
If submitting PII information it must not be in the Subject nor the Comment/Request field, this is a violation of PII policy and will result in the immediate deletion of this	

7. Open the **Category** drop-down answer field and select the appropriate request option.

HQ RIO Det 2 * Product Air Reserve Officer * CategoryNone None CAFSC Correction/Update SEI Award and Withdrawal Skill Level Upgrade General Inquiry	* IMA's Assigned Detachment	
	HQ RIO Det 2	\$
Air Reserve Officer Category None CAFSC Correction/Update SEI Award and Withdrawal Skill Level Upgrade General Inquiry	* Product	
Category None CAFSC Correction/Update SEI Award and Withdrawal Skill Level Upgrade General Inquiry	Air Reserve Officer	\$
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CAFSC Correction/Update SEI Award and Withdrawal Skill Level Upgrade General Inquiry	None	
SEI Award and Withdrawal Skill Level Upgrade General Inquiry	CAFSC Correction/Update	
Skill Level Upgrade General Inquiry	SEI Award and Withdrawal	
General Inquiry	Skill Level Upgrade	
	General Inquiry	

8. **Do not** make any edits to the Subject line.

* IMA's Assigned Detachment	
HQ RIO Det 2	-
* Product	
Air Reserve Officer	*
*Category	
None	\$
*Subject	
(FOUO) Classification/Upgrade/2096 request for an IMA: Faherty	
Question	
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9. If applicable, populate the **Question** answer field.

-	
ſ	*Subject
	(FOUO) Classification/Upgrade/2096 request for an IMA: Faherty
	Question
ľ	
L	If submitting PII information it must not be in the Subject nor the Comment/Request field, this is a violation of PII policy and will result in the immediate deletion of this
L	case.
L	
L	This contains information which must be protected by IAW AH 33-332 and DoD Regulation 5400.11; Privacy Act of 19/4 as Amended Applies, and it is For Official Use Only (FOU) It must be protected or information among during to further disclosure.
L	Only (FOOD). It must be protected of privacy act information removed prior to further disclosure.
L	Confirm that you are ready to proceed. By proceeding, a case will be created in the system.
	_
L	Next

10. Select Upload Files to attach your IMA 2096 request.

Note: A file must be submitted for all requests except general inquiries.



11. Once the file is finished uploading, select Done.

	Upload Files	
W-011954_P_SA.xisx 21 KB		0
1 of 1 file uploaded		Done

12. Select Next to proceed.

Upload Supporting	Documents	
1 Upload Files	Or drop files	
		Туре
Remove	-011954_P_SA	.xlsx

13. If case was completed successfully you will ge the screen below. Ensure you make note of your case number. Select **Finish** to exit the request.

Thank you! A case has been submitted and an email will be sent to you chartly with the relevant information	
Hairk you. A case has been submitteed and an emain win be sent to you shot by with the felevalit information.	
Your case has been created. If you need to provide additional comments or file attachments, please navigate to the myFSS landing page, go to your list of cases, and click the Details button for Case #00496580.	
Finis	

14. To locate the case and provide additional comment or file attachments, navigate to the myFSS landing page, locate the list of open cases, and **Details** button of the corresponding case.

Created	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
7/20/2023	IMA Formal Schools Formal School Request for FRANK OLIVERHENRY (T-0355536)	Open		7/20/2023 12:11 pm	02481184	Details
7/18/2023	(FOUO) Classification/Upgrade/2096 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02469754	Details
						Viewing 1-2 o
	nw					

Section C: Correspondence in myFSS with Technician

1. After submitting your ticket, you can view your case via the myFSS Splash Pages. Your Case Number, Status, and Details will all be found here. See examples below.

myFSS CASES myFSS	S QUESTIONS						
OPEN [1] CLOSED							
CREATED	SUBJECT		STATUS	SUB-STATUS	UPDATED	CASE #	
6/29/2024	AFR Classification Waiver		Open		6/29/2024 10:0	3 am 03799444	Details
AVAILABLE NOW							vewing 1-1 of 1
LEARN MORE ABD Self-service access to knowl articles	IUT AGILE ACCELERATOR	CHATTER Social network for your Airmen & Guardian groups	myFITNESS Provin Provide	myEVAL Evaluation System	myEVAL Admin Evaluation System	SERVICE AGENT Perform your work in the Salesforce Service Console	mySERVICES Combat Support, Community Services, WWR, and NAF Accounting

*Note: The "myFSS CASES" section will provide All Open Cases (myFSS and myEducation). Check this page periodically to monitor status of your ticket.

2. Click on **Details** for additional information along with comments left within your case.

nyFSS CASES myFS					
OPEN [1] CLOSED					
CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #
6/29/2024	AFR Classification Waiver	Dnan		6/29/2026 10-03 am	07700////
					Viewing 1-1 of 1
VAILABLE NOW					Viewing 3.1 of 2

3. The details portion of your case will provide you with the status of your case.

	CASE	#03799444	×
DETAILS	COMMUNICATION	RELATED DOCUMENTS	
Personnel Nam	2	Status	40
FRANK NATHAN	OLIVERHENRY III	Open	
Case Category		Sub-Category	
AFR Classificatio	on Waiver	Career Development Course	
Created Date		Last Modified Date	
6/29/2024 10:03	am	6/29/2024 10:03 am	
Print Case			
Print Case			

4. Next, navigate to **Communication** to see all correspondence between you and the technician working your case.

	CASE	#03799444	
DETAILS	COMMUNICATION	RELATED DOCUMENTS	
Good morning	g, I am reaching out to get	an update on my case.	
			Save
Email (Service	e Agent) - 6/29/2024 10:0	3 am	
Thank you for as soon as pos	submitting your inquiry. A ssible.	Total Force Service Center Technici	an will respond
You may view	the status and/or update	your question via the myFSS website	e.
Test			
Comment (Yo	ou) - 6/29/2024 10:03 am		
Test			
			Viewing 1-2 of 2

5. All attachments can be viewed and upload in the **Related Documents** tab.

	CASE	#U3/99444	
DETAILS C	OMMUNICATION	RELATED DOCUMENTS	
pload new file			
1 Upload Files	Or drop files		
Jocumen	ts		
PNG	36-2100 Table (cont.)	*
		Ú.	iewing 1-1 of 1