

1 Jul 2024
Version 1

Submitting AF Form 2096 via myFSS Procedures Personnel Services Delivery (PSD) Guide

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

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:

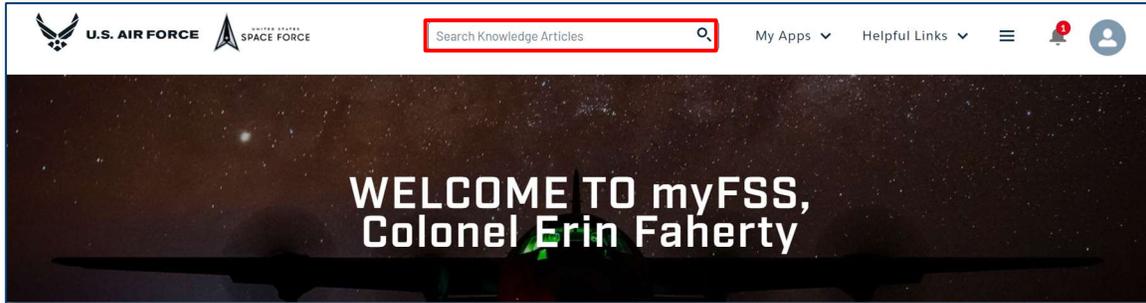
- **AF Form 2096**, *Classification/On-the-Job Training Action*
- **AFMAN 36-2100**, *Military Utilization and Classification*
- **DAFMAN 36-2689**, *Training Program*
- **AFECD**, *Air Force Enlisted Classification Directory*
- **AFOCD**, *Air Force Officer Classification Directory*
- **SEI PSDG**,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

NOTE:

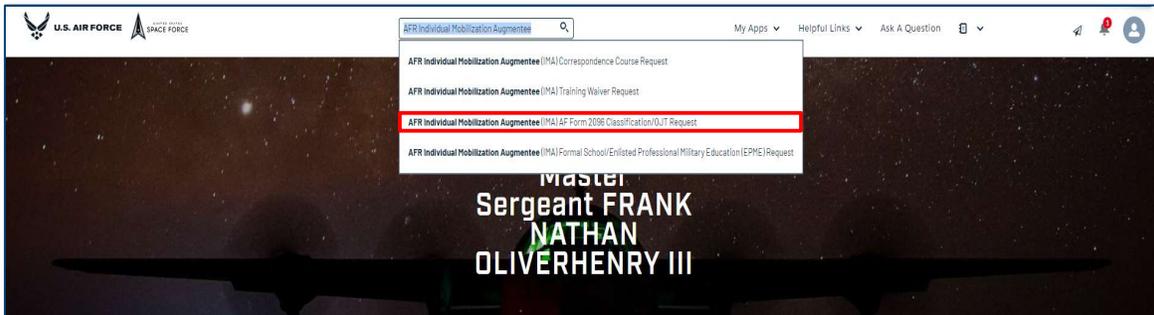
The knowledge article for submitting this request can be found my myFSS by searching “AFR Individual Mobilization Augmentee (IMA) AF Form 2096 Classification/OJT Request”

Section B: Submitting IMA AF Form 2096

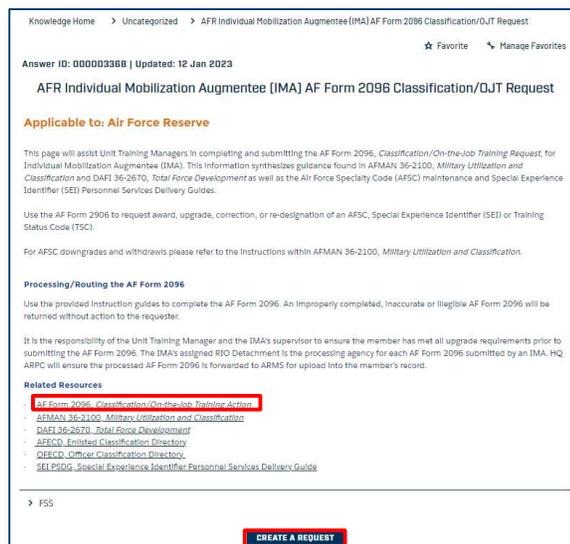
1. Following a successful navigation to the Airman Community Landing Page, locate the **Knowledge Article search bar**.



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



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 detachment for further instruction.



4. Review the **AFR IMA 2096 Request** information before proceeding.

AFR IMA 2096 Request

Select the appropriate request option from the drop-down box below

- CAFSC Correction/Update
- SEI Award and Withdrawal
- Skill Level Upgrade
- General Inquiry

Subject: Prefilled to say, "(FOUO) Classification/Upgrade/2096 Request for an IMA [Rank Last Name]." Replace "[Rank Last Name]" with the member's information, but do not modify the rest of the subject. Improper modification of the subject may cause a delay in the processing of your request.

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 view examples of each request, visit RMG Training Management. Attachments must be submitted in PDF format.

* 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--

HQ RIO

HQ RIO Det 2

HQ RIO Det 3

HQ RIO Det 4

HQ RIO Det 5

HQ RIO Det 6

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

Air Reserve Enlisted

* 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.

* IMA's Assigned Detachment
HQ RIO Det 2

* Product
Air Reserve Officer

* Category
--None--
CAFSC Correction/Update
SEI Award and Withdrawal
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

9. If applicable, populate the **Question** answer field.

* 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 case.

This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO). It must be protected or privacy act information removed prior to further disclosure.

Confirm that you are ready to proceed. By proceeding, a case will be created in the system.

Next

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

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

AFR IMA 2096 Request

To submit, attach your IMA 2096 request and click 'Finish'. A file must be submitted for all requests except general inquiries in order to continue.

Upload Supporting Documents

 Upload Files | Or drop files

-- No files have been uploaded. --

Attachment limitations: Documents cannot be greater than 20MB, maximum of 20 attachments and only the following document types are allowed: csv, doc, docx, gif, htm, html, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx, xml



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

Upload Files

 W-011954_P_SA.xlsx
21 KB

1 of 1 file uploaded



12. Select **Next** to proceed.

To submit, attach your IMA 2096 request and click 'Finish'. A file must be submitted for all requests except general inquiries in order to continue.

Upload Supporting Documents

 Upload Files | Or drop files

Files Uploaded	Name	Type
	W-011954_P_SA	.xlsx

Attachment limitations: Documents cannot be greater than 20MB, maximum of 20 attachments and only the following document types are allowed: csv, doc, docx, gif, htm, html, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx, xml



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

AFR IMA 2096 Request

Thank you! A case has been submitted and an email will be sent to you shortly with the relevant 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.



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.

The screenshot displays the 'myFSS CASES' interface. At the top, there are tabs for 'myFSS CASES' and 'myFSS QUESTIONS'. Below the tabs, there are filters for 'OPEN [2]' and 'CLOSED'. A table lists two cases, with the first case's 'Details' button highlighted in red. Below the table, there is a section titled 'AVAILABLE NOW' with five cards: 'LEARN MORE ABOUT...', 'AGILE ACCELERATOR', 'CHATTER', 'myFITNESS', and 'myEVAL'.

Created	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
7/20/2023	IMA Formal Schools Formal School Request for FRANK OLIVERHENRY (T-0355538)	Open		7/20/2023 12:11 pm	02481184	Details
7/18/2023	(FOUC) Classification/Upgrade/2096 request for an IMA: OLIVERHENRY	Open		7/18/2023 9:04 am	02469754	Details

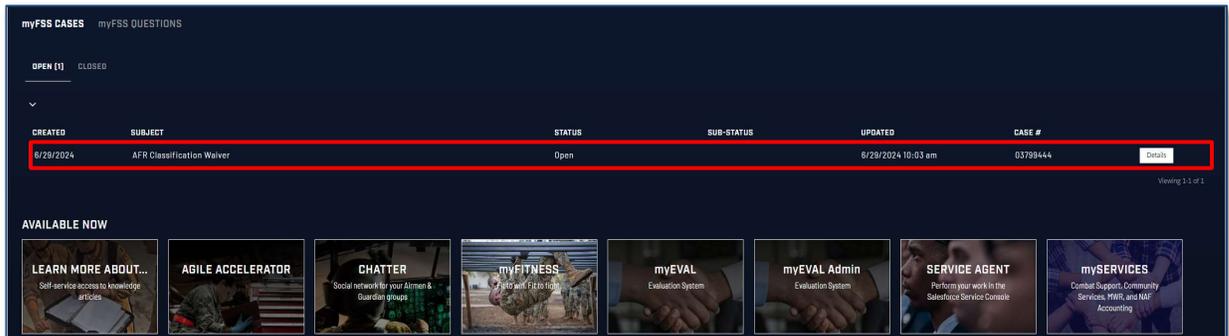
Viewing 1-2 of 2

AVAILABLE NOW

- LEARN MORE ABOUT...**
Self-service access to knowledge articles
- AGILE ACCELERATOR**
User Stories, Reports, and Dashboards
- CHATTER**
Social network for your Airmen & Guardian groups
- myFITNESS**
Fit to win. Fit to fight.
- myEVAL**
Evaluation System

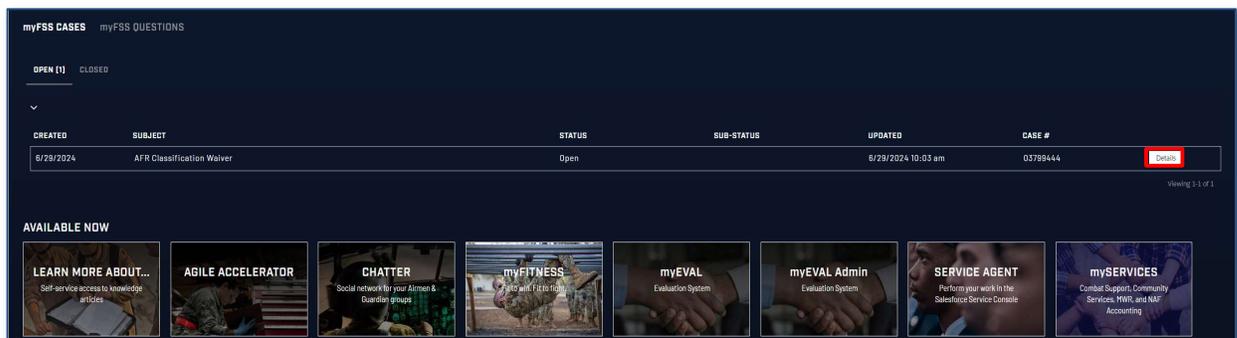
Section C: Correspondence in myFSS with Technician

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.



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

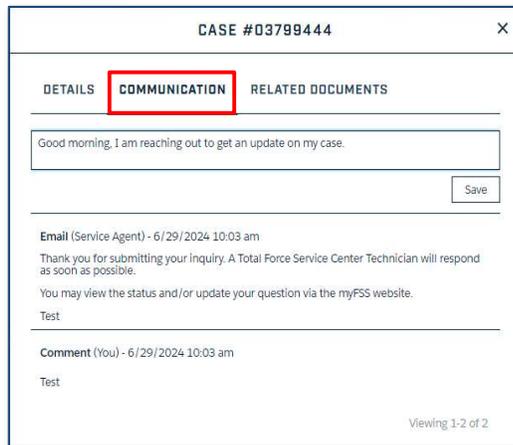
2. Click on **Details** for additional information along with comments left within your case.



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



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



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

