AF Form 2096 Request Process

IMAs looking to update their Classification or On-the-job Training (OJT) records will need to submit an **AF Form 2096**. This form is used to document and process changes in an Airman's duty classification, training updates, or Special Experience Identifier (SEI) actions. This page will provide instructions on how to navigate the myFSS platform to complete the submission. A detailed **Personnel Service Delivery (PSD) Guide** is also available in the **Attachments** section to provide additional support.

NOTE: IMAs must coordinate with their Active-Duty Unit to complete the AF Form 2096 prior to submission. Incomplete forms will delay processing.

Submitting AF Form 2096 Through myFSS
1. Login to **MyFSS**
2. Locate the Knowledge Article
   - Search **"AFR Individual Mobilization Augmentee (IMA) AF Form 2096 Classification/OJT Request"** to access the AF Form 2096 Classification/OJT Knowledge Article.
   - Review the Knowledge Article and use the **Related Resources** section to download the fillable AF Form 2096 if needed
3. Prepare Your Request
   - Click **Create a Request**
   - Open the **Assigned Detachment** drop-down menu and select your HQ RIO Detachment.
   - In the **Product** drop-down menu choose one of the following:
     - AFSC Correction
     - SEI Award/Withdrawal
     - OJT Management Update
     - General Inquiry
   - Leave the Subject line unedited
4. Upload Supporting Documents
   - Click Upload Files to attach your completed AF Form 2096 and any other required documentation.
   - Ensure files are in PDF format and include all necessary signatures.
   - If submitting for an SEI ensure you attach any necessary documents showing why you can be granted that SEI
5. Submit the Request
   - Click Next to proceed.
   - Once the submission is complete, note your **Case Number** displayed on the confirmation screen.
   - Click **Finish** to exit the request

After Submission
1. Track Your Request
   - Navigate to the myFSS Splash Page to view your case under **myFSS Cases**.
   - Familiarize yourself with the following tabs:

- **Details:** Information related to your case, such as status, creation date, and last modified date.
- **Communication:** Forum for interacting with the technician managing your case.
- **Related documents:** Verify that your attachments have uploaded correctly and upload additional files if needed.

2. Follow-Up
- Periodically check your case status
- Use the **Communication** tab to respond to technician queries or provide additional information.

<u>Attachments</u>

Fillable AF Form 2096
PSD Guide for Submitting AF Form 2096 Requests