AMDAN –Account Request/Renew External Users (Non-KBR)

Required items that need to be completed for AMDAN account creation:

1. Complete AMDAN Request Form and send to Project Office Approver.
2. Read AMDAN Briefing.
3. Sign Briefing Form and submit to KBR.
4. Have your security team submit a VAR to KBR Security.

1. Complete AMDAN Request Form and send to Project Office Approver

Complete AMDAN request form, have your FSO sign. Afterwards, forward completed form to the applicable AMDAN Project Office Approver. The AMDAN Project Office will send to KBR once completed.

2. Read AMDAN Briefing

3. Sign Briefing Form and submit to KBR.

Complete Access Authorization and Briefing Form and send to KBRHuntsvilleInformationAssurance@us.kbr.com . Please enter your name and phone number, read, sign. **The Briefing form must be digitally signed.**

4. Have your security team submit a VAR to KBR Security.

Have your FSO submit a Visit Access Request (VAR) to KBR Wyle Services, LLC, to verify your clearance.

Please use the information listed below when sending your VAR:

KBR Wyle Services, LLC

6200 Redstone Gateway

Huntsville, AL 35808

Voice: 256-895-8695

Fax: 256-801-4442

DISS SMO Code: **4S077-KBR Wyle Services, LLC.-1**

DISS is the preferred method.

Justification: AMDAN Account

POC: Nathan Burks, 256-361-2232.

Our system administrators will create your account once your security clearance has been verified and we have received your briefing form.

NOTE: The IS Access Authorization and Briefing Form is a template form required by DCSA for KBR Wyle records. If you are a remote user, your local security personnel will hold you accountable for tasks on your local classified machines.

Please let us know if you have any questions.