**WICKR RAM SHARED ACCOUNT OWNER'S ROLES AND RESPONSIBILITIES AGREEMENT**

This agreement aims to establish clear guidelines and expectations as the owner of a shared Wickr RAM account to ensure that the account is managed to promote efficient, respectful, and secure communication among personnel granted access, thereby fostering a productive operational environment. These roles and responsibilities may be supplemented with additional guidelines and expectations from your organization.

**UNDERSTANDING AND CONSENT.** I understand, acknowledge, and consent to the following
1. I manage a shared account on Wickr RAM, a US. Government information system
2. Communication using Wickr RAM are not private and are logged via a compliance bot, are subject to routine monitoring, interception, and search, and may be disclosed or used for US Government-authorized purposes

**MINIMUM SECURITY RULES AND PROCEDURES**
1. I understand that shared accounts must be associated with a DoD organizational email address
2. I will ensure that each individual with access understands and has signed the Wickr RAM Shared Account Acceptable Use Policy (AUP) Form
3. I will maintain and provide a copy of all AUP forms to the Wickr RAM support desk
4. I will follow procedures to report security violations and incidents, abnormal behavior, system or application errors, suspicious activity, or missing/stolen equipment
5. I will inform the Wickr RAM support desk anytime a member no longer requires access

**PASSWORDS**
1. I will not write down, or store the shared account credentials
2. I will share the account credentials only with members within the organizational group who have provided a signed APU.
3. I will change password:
    a. Pre-deployment and post-deployment
    b. When an individual no longer requires access or has been removed from the DoD Organizational email address
    c. Or at least every 60 days
4. I am the only individual who is permitted to change the password for the Wickr RAM shared account and will set up an authenticator for One-Time-Passwords (OTP) through the JOSCE(U) authentication source

**WICKR RAM USE**
1. I will designate up to 5 devices that may configure and log into the shared account on a device. More than 5 devices will cause issues with performance including delays in receiving/sending messages
2. I understand that logging into or off the device will result in the same action across all devices configured with the shared account
3. I will monitor Wickr RAM and ensure individuals are annotating their time of use of the shared account by sending a text message within Wickr RAM with their DoD email after logging in/accessing the shared account, and before logging off

First Name:
Last Name:
DoD Email address: