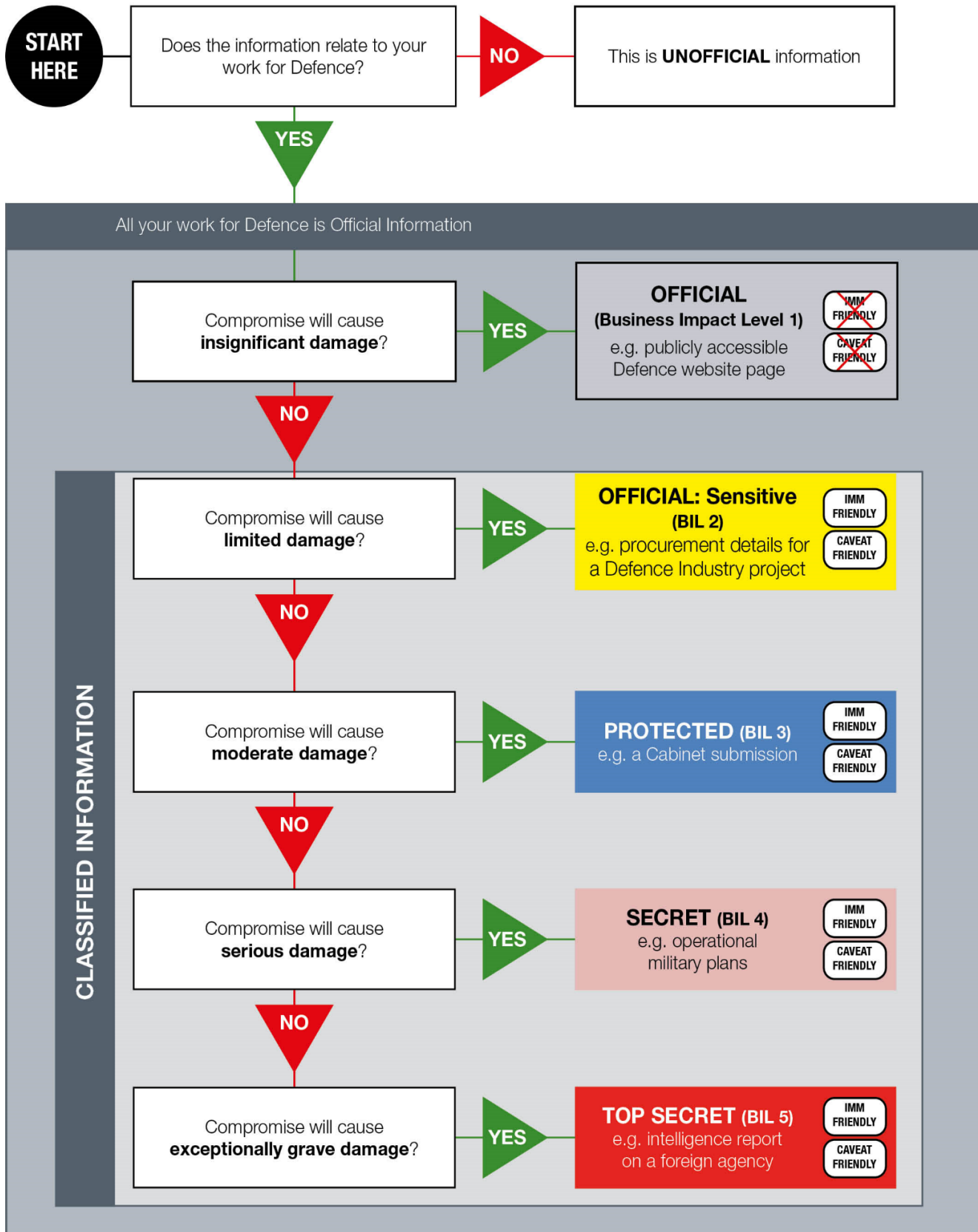




# Quick Reference Guide

## to Assessing and Protecting Official Information

Use this chart to assess and apply the appropriate level of protection to your information.



## Damage Level

| Level               | Could cause:  | Business Impact to Defence | Protection          |
|---------------------|---|----------------------------|---------------------|
| None                | <ul style="list-style-type: none"> <li>No damage</li> </ul>   | None                       | UNOFFICIAL          |
| Insignificant       | <ul style="list-style-type: none"> <li>Minor issues for routine business operations and diplomatic activities</li> <li>Minor impact to Defence assets or budget</li> <li>No issues with legislation, commercial confidentiality or legal requirements</li> </ul>      | Low                        | OFFICIAL            |
| Limited             | <ul style="list-style-type: none"> <li>Defence's business functions to weaken</li> <li>\$10m to \$100m damage to Defence assets</li> <li>Minor loss of confidence in government</li> <li>Suffering, harm or injury to someone, but not endanger their life</li> </ul> | Low to Medium              | OFFICIAL: Sensitive |
| Moderate            | <ul style="list-style-type: none"> <li>Disruption to one of Defence's main functions</li> <li>\$100m to \$10b damage to Defence assets or budget</li> <li>Major loss of confidence in government</li> <li>Suffering or life threatening injury</li> </ul>             | High                       | PROTECTED           |
| Serious             | <ul style="list-style-type: none"> <li>The disruption of all Defence functions</li> <li>Prevention of major policies</li> <li>Financial damage to an Australian industry sector</li> <li>Suffering and loss of life</li> </ul>  | Extreme                    | SECRET              |
| Exceptionally grave | <ul style="list-style-type: none"> <li>The collapse of political stability in Australia</li> <li>The collapse of the Australian economy</li> <li>The collapse of all major national infrastructure</li> <li>Widespread suffering and loss of life</li> </ul>          | Catastrophic               | TOP SECRET          |

### Caveats

CAVEAT FRIENDLY

A caveat identifies information that requires additional special protection. Use an additional caveat marker, (e.g. CABINET, AGAO, AUSTEO), if your information contains the following:

Special handling instructions (Including CABINET)  
 Releasability caveats (AGAO, AUSTEO)  
 Sensitive compartments (Codewords)  
 Foreign government markers.

### IMMs

IMM FRIENDLY

#### Information Management Markers

If your information contains legal, legislative or personal details, you may require one of the following Information Management Markers (IMM) to share your information accurately with the right people:

- Legal privilege
- Legislative secrecy
- Personal privacy.