

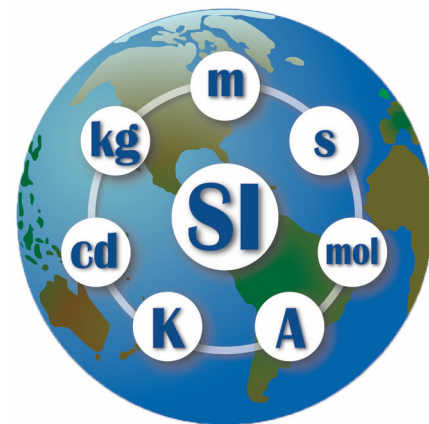
# METRIC PROGRESS REPORT GUIDELINES FY2017 (2016 TO 2017)

## BACKGROUND

The Presidential Executive Order 12770 and the Metric Conversion Law designates the International System of Units (SI), commonly known as the metric system of measurement, as the preferred system of weights and measures for use in trade and commerce, and requires the use of the SI system, to the extent economically feasible, by each federal agency and department in its procurements, grants, and other business-related activities. Metric usage is not required if its use is impractical or is likely to cause significant inefficiencies or loss of markets to United States firms.

Federal agencies and departments are required to formulate transition plans and to communicate them to the Metric Program at the National Institute of Standards and Technology (NIST).

Heads of departments and agencies must establish an effective process for a policy and program level review of proposed exceptions to metric usage, as well as to take initiatives to increase use of SI in industry, and seek out ways to increase understanding of the metric system of measurement through educational information and guidance and in government publications.



## PLEASE SEND ANNUAL AGENCY REPORT TO:

TheSI@nist.gov  
NIST Office of  
Weights and Measures  
Laws and Metric Program  
100 Bureau Dr, Stop 2600  
Gaithersburg, MD  
20899-2600

**BY:**  
By May 1, 2018

**NIST**  
National Institute of  
Standards and Technology  
U.S. Department of Commerce

**NIST.GOV/METRIC**

# REPORT - EXECUTIVE SUMMARY

The report shall specify the total scope of metric transition (MT), including firm dates for all objectives for the current and subsequent fiscal year. Prepare the report in Executive Summary form. Feel free to provide more detail if it adds greater depth, understanding and clarity in the description of your agency's or department's MT process. This outline is intended as a guide rather than a template.

## SCOPE

Describe the activities relating to trade and commerce, and other business-related activities within your agency or department, that are affected by MT.

### DESCRIBE:

- Steps within your agency or department that increase the understanding and use of the SI (metric system) through educational information, tools and publications.
- Breadth of these activities as they affect your department.
- Roadblocks and difficulties for the various activities.
- Timetable for successful MC for the activity.
- Interactions (if any) with other federal agencies or departments that are necessary for successful conversion.
- Impact of MT on the business community that is involved in this activity.
- Estimate the extent of MT activity for the current and next fiscal years.

## PROPOSED EXCEPTIONS

Describe the activities that are proposed for exemption, to the extent they are economically not feasible, or impractical, or are likely to cause significant loss of markets to United States firms.

### DESCRIBE:

- Scope and breadth of this proposed exemption on your department or agency.
- Recommendations to overcome exceptions and eliminate barriers to metric usage.
- Provide timings for overcoming the proposed exemption.

## INITIATIVES

Describe initiatives, cooperation and interaction with other affected parties such as Federal, State and local agencies as well as the private sector that would enable and speed the MT process.