

# GUIDELINES FOR PREPARATION OF SIMPLIFIED ANNUAL METRIC PROGRESS REPORTS FY2011 (2010 – 2011)

## **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 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.

## **Report / Executive Summary**

The report shall specify the total scope of metric transition, including firm dates for all objectives for the current and subsequent fiscal year.

**Prepare the report in Executive Summary form**, but feel free to provide more detail if it adds greater depth, understanding and clarity in the description of your agency's or department's metric conversion process. The outline below is intended as helpful guide rather than a template.

1. **Scope.** Describe the activities relating to trade and commerce, and other business-related activities within your agency or department, that are affected by metric conversion (MC).
  - a. Describe steps within your agency or department that increase the understanding and use of the SI (metric system) through educational information, tools and publications.
  - b. Describe the breadth of these activities as they affect your department.
  - c. Describe roadblocks and difficulties for the various activities.
  - d. Describe the timetable for successful MC for the activity.
  - e. Describe the interactions (if any) with other federal agencies or departments that are necessary for successful conversion.
  - f. Describe the impact of MC on the business community that is involved in this activity.
  - g. Estimate the extent of MC for this activity for the current and next fiscal years.

2. *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).
  - a. Describe the scope and breadth of this proposed exemption on your department or agency.
  - b. Describe recommendations to overcome exceptions and eliminate barriers to metric usage.
  - c. Provide timings for overcoming the proposed exemption.
  
3. *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 MC process.

Please send agency reports to:

TheSI@nist.gov  
Laws & Metric Group  
Weights and Measures Division  
NIST  
100 Bureau Drive, Stop 2600  
Gaithersburg, MD 20899-2600

**By March 1, 2012.**