

## **GUIDANCE FOR COMPLETING THE MCRU TASK DESCRIPTION REVISION FORM**

Revisions to a Task Description, resulting from changes to items such as the statement of work, deliverables, cost estimate, or estimated completion date, shall be made via the Task Description Revision Form.

1. **Title** — Shall be the same as the original Task Description.
2. **Revision Number** — Task revisions shall be numbered sequentially and will be identified as a point number to the basic task number. If the revision number is not known, this number will be assigned by the MCRU once the Task Description Revision package proceeds through the routing process.
3. **Sponsor Organization** — Self-explanatory.
4. **Sponsor Technical Representative (TR)** — Self-explanatory.
5. **Sponsor TR Telephone** — Self-explanatory.
6. **Sponsor TR Internet Address** — Self-explanatory.
7. **MCRU Technical Representative** — The MCRU shall identify the representative responsible for the conduct of the technical effort, which in most cases shall be the same representative as identified in the original Task Description.
8. **MCRU Telephone** — Self-explanatory.
9. **MCRU Internet Address** — Self-explanatory.
10. **Total Estimated Cost/LOE (Revised)** — The MCRU shall indicate any changes in cost and/or level of effort (LOE) associated with the Task Description Revision. All previous amount, revision, and revised total information in Block 10 shall be completed. In the event there is no revision to cost or LOE, mark revision field(s) as “0” or “none”. The specific reasons for any changes in this block should be addressed in Block 11.
11. **Reason and/or Justification for Revision** — Provide a clear, concise, and self-contained statement of the reason for the Task Description Revision(s) and supporting justification. Statements such as poor planning and/or resource management are not considered valid reasons for task revision. Task Description Revisions include such things as changes in the Sponsor Technical Representative, the description of work and associated deliverables, or time and place of delivery. Such revisions may or may not have a related change in estimated cost and/or level of effort.
12. **Revisions to Description of Work** — Provide a clear and detailed description of the revised work required for the remaining period of performance of the task. Any work that **is** no longer required should be stated as "deleted". Any work, not covered in the original Task Description, should be discussed in detail.
13. **List Changes to Deliverables and Revised Schedule** — Deletions and/or additions to the list of deliverables shall be addressed. If there are no changes to the list of deliverables, state “no change to list of deliverables”. Provide a revised delivery schedule. If a milestone or delivery has been met as defined in the original Task Description, state "no change".

14. **List Changes in Special Requirements** — Provide any new requirements regarding document distribution, instructions concerning purchased, leased, or government-furnished property, government furnished information, special test equipment (STE), planned foreign travel, special delivery terms, or any other special provisions required in the performance of the Task Description. To expedite inclusion of the task revision into the contract, provide as an attachment to the Task Description Revision the acquisition value/cost and a brief justification for any new additional facilities to be provided by the government, either as government furnished property or contractor acquired property. See the definitions in FAR 45.101 (a).

Additional equipment, regardless of cost, must be listed in Block 15 of the Task Description as well. This list should include: cost of the equipment, basis of cost estimate, and justification of technical need.

15. **List Changes in Subcontracts** — The MCRU shall provide a breakdown of any changes in proposed subcontracts necessary for the performance of the revised Task Description.

16. **Revised Estimated Completion Date** — Indicate the revised estimated completion date for the Task Description, consistent with the revised dates in Block 12. If this date remains as stated in the original Task Description, state "no change".

When requesting a no-cost extension (extending the completion date) for a classified Task Description/Delivery Order, a new DD Form 254 is presently not required to be routed through ARL/PSU.

17. **Endorsements** — Both the sponsor and the MCRU must sign indicating agreement on all items contained in the task revision.

**MCRU (ARLPSU) Designator** — This number is provided by the MCRU once the Task Description Revision package proceeds through the routing process. This is for internal use only.