

Applicable between Dowty Sterling and Dowty UK ONLY

Per the Subcontractor quick guide available at the following link

https://www.ecmra.mil/Help/ECMRA_QuickGuide_Sub.pdf:

- Enter location data for each order in the ECMRA on which they have worked. Log into www.ecmra.mil
 - Search for contract in the ECMRA home screen
 - Select the existing contract by clicking on the contract link
 - Go to the Orders tab
 - Select the existing order for the current fiscal year by clicking the blue link in the Order Number column
- Enter location data by clicking the Add New Location button in the location tab

Compliance plan: the Dowty Propellers Contract Manpower Reporting Procedure guidance and Resources link for sub-contractors within the process to fulfill the contract deliverable. Is required.