



# Employees' Capital Accumulation Plan (ECAP)

## Features At-A-Glance

### What Is ECAP?

Booz Allen Hamilton's Employees' Capital Accumulation Plan (ECAP) is a tax-deferred, defined contribution plan designed to help employees prepare financially for their future. ECAP is a valuable benefit that is designed to provide its participants an opportunity to accumulate retirement savings through a range of investment options.

ECAP offers ways to help employees save for retirement including an annual profit sharing contribution from the firm and an employee voluntary 401(k) contribution program.

### Who Is Eligible to Participate in ECAP?

Benefit-eligible employees automatically receive annual profit sharing contributions to ECAP after attaining age 21 and completing 1 year of employment with Booz Allen.

### About the Firm's Contributions

Annual profit sharing contributions to ECAP are based on the firm's profitability and the approval of the Board of Directors. Historically, the firm's contributions to ECAP have been 10% of eligible compensation (up to the IRS maximum eligible compensation limit, which is \$250,000 for 2012) and an additional 5.7% of such eligible compensation over the Social Security wage base (\$110,100 for 2012).

ECAP operates on a calendar year basis. Typically, any contributions from the firm will be made in early February and will be based on eligible compensation (defined as annual base salary and, if applicable, bonus and overtime) received from the prior year.

### Automatic Enrollment into the 401(k)

If you do not actively enroll in the 401(k) feature of ECAP within 60 days from your hire date, you will be automatically enrolled in the 401(k) at a pre-tax contribution rate of 4% of your eligible pay.

During the first 60 days from your hire date, you may elect your contribution rate or elect not to contribute. If you do not elect or decline within this time period, your automatic contributions of 4% will begin to be withheld from your paycheck following the end of the opt-out period. The 4% contribution rate will be deducted from each pay period and invested in the LifePath Fund closest to your anticipated retirement date (assuming age 65). Once you are enrolled you can always make contribution and investment election changes by calling the ECAP Plan Information Line or via the ECAP Web site.

## Participate in your Voluntary 401(k)

### Pre-tax Contributions

You may start voluntary, tax-deferred 401(k) contributions<sup>1</sup> to ECAP, via payroll deductions, as soon as practical upon employment. A Password will be generated automatically for you and mailed to your home address within 2 to 3 weeks from your hire date. Upon receipt of your Password, you may access your account and start your voluntary 401(k) contributions via the ECAP Information Line or the ECAP Web site.

You may contribute any percentage, up to 80% of your base salary, to your voluntary pre-tax 401(k) up to the maximum annual IRS limit (\$17,000 for 2012), unless you are a Highly Compensated Employee (HCE) as defined by the IRS<sup>2</sup> (i.e., for 2012, prior calendar year total compensation from Booz Allen exceeds \$110,000). HCEs are limited to contribute the lesser of 10% of base salary or the annual IRS contribution limit.

### Roth After-tax Contributions

In addition to a pre-tax 401(k)—where funds you contribute to your ECAP account are taxed upon withdrawal rather than when contributed—Booz Allen also offers a voluntary, Roth 401(k) option. Roth 401(k) contributions are made on an after-tax basis, and their investment earnings can be withdrawn tax free, subject to certain limitations.<sup>3</sup> You may make voluntary, after-tax contributions to your Roth 401(k) account via payroll deductions of up to 50% of your salary, subject to the annual IRS contribution limits (\$17,000 for 2012). These contributions can be in addition to, or in place of, any pre-tax 401(k) contributions.

### Age 50 Catch-up Contributions

In addition to your pre-tax and/or Roth 401(k) contributions, you are eligible to make an additional annual “catch-up” contribution if you are age 50 or older. You can start to elect this option in the year that you turn age 50 or any year afterwards. For 2012, the annual catch-up contribution limit is \$5,500.

NOTE: If you are automatically enrolled and your payroll deductions begin, you have up to 30 days after your first contribution posts to your account to opt-out of contributing to the Plan and request a refund of those contributions without IRS penalties. The refund option will be available to eligible employees on the ECAP Web site or may be requested by speaking with a Customer Service Associate. All refunds will be paid by check and mailed to your address on file as soon as administratively possible. The amount returned will include the total contribution amount, plus or minus any earnings. The return of Automatic Contributions will be subject to tax in the year it is returned and a 1099 tax form will be issued.

<sup>1</sup>If you have contributed to a 401(k) at a previous employer, it is your responsibility to make sure that your total tax-deferred 401(k) contributions from all employers do not exceed the annual IRS maximum.

<sup>2</sup>ECAP determines HCEs by looking at each employee's prior year compensation from Booz Allen (known as the “look back” method). HCEs are limited to contribute the lesser of 10% of base salary or the annual IRS contribution limit. If you are contributing more than 10% of your base salary to your 401(k) and subsequently fall into the HCE category, you will be notified, via U.S. mail, of any automatic reduction of your contribution percentage. Any changes you make to your contribution percentage on the Web site or through the ECAP Information Line will take effect as soon as administratively possible.

<sup>3</sup>Qualified, tax-free distributions on the earnings from a Roth 401(k) occur after the participant reaches age 59 1/2, OR on account of the participant's death or disability AND after the participant has held the account for at least 5 years.

## Rollover Feature

If you had a qualified pension, profit sharing, or 401(k) plan before joining Booz Allen, you can roll over all or part of any eligible rollover distribution into your ECAP account. You can also roll over all or a portion of an Individual Retirement Account (“IRA”), provided that the entire balance in the IRA is attributable to a prior rollover from a qualified pension, profit sharing, 401(k), or stock bonus plan. Qualified funds can be rolled into your 401(k) account upon your first day of employment with the firm.

To get started, visit the ECAP Web site or call the ECAP Information Line to obtain a rollover contribution form.

NOTE: The combined total of both pre-tax 401(k) and Roth after-tax 401(k) contributions cannot exceed the IRS annual contribution limit, which varies by calendar year (\$17,000 in 2012). The total also cannot exceed the 10% contribution limit for HCEs. The age 50 catch-up contribution (\$5,500 in 2012) is not subject to the IRS annual 401(k) limit.



## Choosing Where to Invest Your ECAP Money

You may choose to invest your ECAP money in any combination of these core investment funds:

- Stable Value Fund
- Bond Index Fund
- Real Assets Fund
- LifePath® Funds
- SSgA S&P 500 Index Fund
- U.S. Structured Research Strategy Fund
- Russell 1000 Value Index Fund
- Russell 1000 Growth Index Fund
- SSgA Russell Small Cap Index Fund
- EAFE Stock Index Fund
- EuroPacific Growth Fund

You decide what percentage of your contribution(s) will go into each fund you select, based on your long-term investment goals and risk tolerance. You can change your investment elections at any time and as frequently as you want. Additionally, for more flexibility in designing an investment portfolio that meets your needs, you can invest up to 50% of your total ECAP account balance in the Self-Directed Account (SDA). This is a brokerage account that gives you the option of investing in a wide variety of individual stocks, bonds, and mutual funds. The minimum initial investment in the SDA is \$1,000; the minimum for subsequent transfers is \$250. There is an annual fee to maintain the SDA, and other transaction fees may apply.

For detailed descriptions of the investment options refer to the ECAP Web site or call the ECAP Information Line.

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## Transferring Money Among Funds

In most cases, you may transfer and allocate a percentage of your money from one fund to another at any time and as often as you like. You will receive a confirmation statement that reflects any transfers and transactions you made with your investment allocations.

**NOTE:** Certain trading restrictions apply to the EuroPacific Growth Fund. For details, refer to the fund fact sheets on the ECAP Web site.

## Keeping Track of Your Account

A statement of your ECAP account will be mailed to your home address on file with Booz Allen, usually within 15 business days of the end of each quarter. You can choose to receive your ECAP quarterly statement electronically. To do so, access your quarterly statement via the ECAP Web site, elect to turn off receipt of paper statements, and provide your e-mail address (work or personal). For future statements, you will be notified via e-mail when your statements are ready to be viewed online. If you choose to “Go Green” but change your mind later, you can adjust your preference at any time and revert to paper statements.

## Borrowing from Your ECAP Account

The ECAP loan feature allows you to borrow from your vested ECAP account balance if you meet eligible requirements. The money in your SDA may also be borrowed, but you must first liquidate your SDA securities and transfer the money back into one of the core investment funds. Loans are limited to 2 new loans in a calendar year and no more than 5 loans outstanding at any time. A \$50 loan processing fee will be assessed to participants who take out a loan from their ECAP account and there are limits to the number of loans you can request in a given year. Loan balances plus interest



payments are set up as automatic payroll deductions. For more details on loans, refer to the ECAP Web Site or the ECAP Summary Plan Description.

## About Vesting

Your vesting—or ownership—in the company contribution account is based on your age and years of service with Booz Allen.

Regardless of your years of service, you become 100% vested when you reach age 60 or if you become permanently disabled or die before leaving the firm. You are always 100% vested in your 401(k) and rollover accounts.

Years of Service*	Vested Portion (under age 40)	Vested Portion (age 40 - 59)
Less than 2 years	0%	0%
2 years	20%	40%
3 years	40%	60%
4 years	60%	80%
5 years	80%	100%
6 years	100%	100%

\*For vesting schedule purposes, a Year of Service means each year commencing on your employment date during which you complete at least 1,000 hours of service or 12 months from your anniversary date of employment—whichever comes first.



## Withdrawing Money from Your ECAP Account

Restrictions and penalties under the U.S. Internal Revenue Code may apply to ECAP withdrawals. You cannot withdraw your pre-tax 401(k) money while employed by the firm, except for certain specific situations (known as hardship withdrawals). Refer to the Summary Plan Description for more information about hardship withdrawals.

## Withdrawing from Your ECAP Rollover Account

You can withdraw money from your rollover account any time you want. A rollover account is established when you transfer funds into ECAP directly from your prior employer's qualified plan<sup>1</sup>

## Retiring or Leaving the Firm

If you retire or leave the firm, you can choose to have your ECAP account distributed to you according to the following options:

- Lump Sum Distribution (cash or rollover)
- Installment Payments<sup>2</sup>
- Required Minimum Distributions Begin at Age 70½

If your vested account balance is between \$1,000 and \$5,000, your vested funds will be subject to the mandatory IRS rollover rules. Unless you elect otherwise, your funds will automatically be rolled over to a qualified IRA in your name at Citibank, N.A. You will be notified in writing prior to the transaction and will receive written confirmation once it is completed.

<sup>1</sup>Withdrawals are subject to ordinary income taxes plus a 10% early withdrawal penalty, if you are under the age of 59½.

<sup>2</sup>You must have a total vested account balance of at least \$5,000.



## Managing Your ECAP Account with the ECAP Web Site and Information Line

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[ecap.ingplans.com](http://ecap.ingplans.com)

1-888-530-ECAP (3227)

1-617-847-1011 (outside the U.S.)

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### Your ECAP Password

Shortly after your hire date, ING will assign and mail to you an ECAP Password. For security, you must use your Password every time you access your account and initiate transactions via the ECAP Information Line or the ECAP secure Web site. In the event you lose your Password, you may request a Password reminder be mailed to your home address by calling the ECAP Information Line or through the Web site. Also available on the Web site is a Password reset mechanism using a pre-determined question (e.g., name of pet) that can be used to gain access to your account in the event a Password is lost or forgotten. This feature is for read-only access.

### ECAP Web Site

The Web site is a 24-hour online account resource that allows you to:

- Start making your voluntary 401(k) contribution
- Change your current contribution
- Review account information
- Get plan information
- Perform account transactions

It also provides a wide range of interactive tools to help you learn more about saving and investing. You activate your account using your Social Security Number and your Password at [ecap.ingplans.com](http://ecap.ingplans.com). For added security, employees will be allowed to use an alternative user name in lieu of their Social Security Number, which can be from 8 to 20 alphanumeric characters (e.g., Helen123).

### ECAP Information Line

The Information Line is a toll-free, automated telephone system that allows you to perform many of the same account transactions as the Web site. It is confidential and requires your Social Security Number and Password.

You can also speak with a Customer Service Associate from 8 a.m. to 8 p.m. Eastern, weekdays (except stock market holidays). Simply press "0" after entering your Social Security Number and Password. The Information Line can be reached at 1-888-530-ECAP (3227) or 1-617-847-1011 (outside the U.S.).