

Memo

TO	Booz Allen Staff	DATE	December 21, 2011
FROM	Betty Thompson, Chief Personnel Officer	CITY	
SUBJECT	ECAP Annual Update	CC	

Colleagues,

Booz Allen's Employee Capital Accumulation Plan (ECAP) is a cornerstone of our Total Rewards program and a key component of the firm's Employee Value Proposition. Through ECAP, Booz Allen contributes to employees' retirement savings based on the firm's profitability. ECAP also includes a 401(k) portion that allows you to contribute to your savings and drive your investment strategy. ECAP offers a range of funds in which you can invest, based on your retirement goals and your tolerance for risk.

Each year, the ECAP Trustees review the program to ensure it is providing ample opportunities to save through a range of diversified investment options. For 2012, we will introduce several enhancements designed to encourage employees to actively participate in the program.

With the New Year approaching, now is a good time to take a look at the composition of your ECAP investment portfolio, manage your choices, and ensure you are contributing enough to the voluntary portion of the plan (401K) to reach your retirement goals.

Automatic Enrollment for New Hires

Effective January, 2012, new employees will get an automatic start on saving. Any new hire who does not actively elect to make voluntary 401(k) contributions within 60 days of hire will be enrolled automatically in the 401(k). For these employees, 4% of eligible pay will be invested in the most appropriate LifePath Fund, based on their anticipated retirement date at age 65. Once enrolled, at any time, employees can elect a different contribution amount, choose different investment elections, or opt out of the 401(k) plan altogether.

A New Fund Added to Your Investment Lineup

The State Street Real Assets Fund will be added to the ECAP investment fund lineup on January 2, 2012 to enhance an already broad range of investment options. This fund's mix of investments is designed specifically to help protect your savings against inflation.

Trading Restriction Removed from T. Rowe Price US Structured Research Fund

As of January 2, 2012 the 90-day trading restriction will be removed from this fund to provide participants with more investment flexibility.

Tools to Help You Strategize and Manage Your Savings

ECAP offers several online tools to help you create your savings strategy and manage your account. Log on to the [ECAP web site](#) and check out the Account Value Chart, which shows you the potential growth of your savings; the Monthly Income Estimate to see how much you will need for retirement; or the Plan Investment Chart to find the right mix of investments.

New Resources in 2012

To assist you with your financial planning and investment strategy, several new features will be introduced over the course of 2012: “BenchMark Me,” which lets you evaluate your savings rate; Advisory Services, for additional investment guidance; and enhanced targeted communications.

Educational Sessions

Finally, the firm will offer a series of ING-sponsored educational sessions to help you take charge of your savings. Offered throughout 2012, the sessions will cover topics such as the difference between Roth IRAs and Pre-tax 401(k)s, the benefits of saving early and understanding asset allocation. I encourage you to take advantage of this opportunity hear directly from an expert and ask your specific questions. Look for more information on [Hello.bah.com](#), in *Frontline* and in *Insight*.

In January, an ECAP newsletter will be mailed to your home, with more details about all of these enhancements. In the meantime, I want to wish you a very happy holiday season—and a prosperous new year.

Regards,
Betty