

**For:** Tobacco State and County Offices

**Ensuring Adequate Supply of Window Envelopes for Mailing CCC-960**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

A new form, Tobacco Transition Payment Program Notification of Contract Approval (CCC-960) has been developed. When a TTPP contract has been approved, the system will automatically generate CCC-960 to be mailed to the contract holder. When folded and inserted into a window envelope (style 435D), the contract holder name and address on CCC-960 will be displayed in the window on the lower left hand side of the envelope.

**B Purpose**

This notice provides instructions for:

- determining envelope requirements for mailing CCC-960 to all TTPP contract holders
- ordering additional envelope supply, if necessary.

**Note:** The envelope used for CCC-960 is the same window envelope used for other programs. Offices shall only order additional envelopes if an adequate supply does not currently exist in the office.

Disposal Date	Distribution
June 1, 2006	Tobacco State Offices; State Offices relay to applicable County Offices

## Notice TB-1150

### 2 State Office Action

#### A Inventorying Supply of Envelopes

State Offices shall inventory the supply of window envelopes (style 435D) to ensure that an adequate number are available for tobacco County Offices to mail to all approved TTPP contract holders.

#### B Ordering Envelopes

After supply needs are determined, State Offices shall:

- order white window envelope style 435D (size 4 1/8 by 9 1/2 ) from a GSA supplier
- upon receipt of the envelopes distribute supplies to applicable County Offices
- notify Ann Wortham, TD, at [ann.wortham@wdc.usda.gov](mailto:ann.wortham@wdc.usda.gov) of problems with ordering these envelopes.