

PART 2015 - INFORMATION

SUBPART D - REQUISITIONING AND DISTRIBUTING PAMPHLETS

§ 2015.151 General.

Rural Development pamphlets help field personnel do a better job and save time. They inform the public and help them take part in Rural Development activities.

- (a) All pamphlets listed in this Subpart are free.
- (b) Obtain pamphlets which are not free in accordance with Subpart C of Part 2024. Obtain copies of RD Instructions as provided in Subpart A of Part 2006.

§ 2015.152 Ordering pamphlets.

- (a) When to order Rural Development pamphlets. The St. Louis Office sends new or changed pamphlets to State, Area, and Local Offices. State, Area, and Local Offices normally order additional pamphlets on established requisitioning dates which the St. Louis Office assigns for National forms and office maintenance supplies. For an urgent need for pamphlets, a supplemental order is sent immediately. Any excessive request is processed in accordance with Subpart F of Part 2018.
- (b) How to order Rural Development pamphlets. Order Rural Development pamphlets from the St. Louis Office on Form RD 121-3, "Request for Forms and Pamphlets," as in the Forms Manual Insert. Order supplemental requests on Form RD 121-1, "Request for Forms, Supplies, Equipment, or Services."
- (c) When to obtain pamphlets of other agencies. Order pamphlets of other agencies when you need them. If these pamphlets are not free, the request is processed in accordance with Subpart C of Part 2024.
- (d) How to order pamphlets of other agencies. If possible, State, Area, and Local Offices obtain these pamphlets from local offices of the other agencies.

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DISTRIBUTION: WSAL

Administrative  
Information

RD Instruction 2015-D  
§ 2015.152(d) (Con.)

(1) Pamphlets of the U.S. Department of Agriculture (USDA) and other Federal agencies, which are not available in local offices, are obtained through the Information Staff. Use Form AD-74, "Publication Shipping Order."

(2) The Information Staff sends on request the "List of Available Publications of the U.S. Department of Agriculture."

(3) For an order for Federal pamphlets, arrange them by groups and numbers within the group, as:

C 781	F1470	G 39
F 1318	F 1968	G 43
F 1319	F 2007	L 142

(4) Pamphlets without numbers, order by title. Give identifying information and date of issue.

§ 2015.153 (Reserved)

§ 2015.154 Distributing publications.

(a) Display. Each Rural Development Local Office should maintain a display rack where the public can see it. Display racks may also be used in Area Offices where appropriate.

(1) Only current Rural Development pamphlets are listed on the Rural Development website at <http://www.urudev.usda.gov/rd/pubs/#rd>. This site is kept current by changing code numbers, titles, and dates when new or changed pamphlets are added.

(2) Order pamphlet racks and basket holders from the St. Louis office, Missouri.

(b) Direct distribution. Use Rural Development pamphlets for discussions on the individual agencies' programs.

(c) Providing pamphlets to other agencies. Local Offices should contact other agencies which give service to the rural public and offer to provide Rural Development pamphlets.

(d) Local Office identification. Each Local Office should put its name and address on each pamphlet before sending it out.

§ 2015.155 - 2015.200 (Reserved)

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