

PART 2024 - PROPERTY AND SUPPLY

SUBPART F - ADVERTISING IN PUBLICATIONS

§2024.251 General.

This Subpart assigns the authorities and procedures for placing advertisements in newspapers and other publications. In litigation cases referred to the United States Attorney, advertising costs will be ordered and paid by the Department of Justice as part of the litigation cost unless the United States Attorney advises the Office of the General Counsel (OGC) that the Department of Justice has no funds for advertising.

§2024.252 Responsibilities for advertising.

(a) State Director. The State Director:

(1) Authorizes advertisements for:

(i) The sale of real or chattel property repossessed or under lien to Rural Development and its predecessor agencies in foreclosure, as required by State laws or by order of the court.

(ii) The sale of all acquired real property.

(iii) Synopsis solicitation for bidders/offerors for procurement/leasing actions.

(iv) The dissolution of Defense Relocation Corporations, Land Purchasing Associations, and similar organizations.

(v) The public notification of office hours.

(vi) The public notification of Rural Development program services.

(vii) Recruitment of employees.

(viii) The public notification of Rural Development solicitation of nominees for county committee members and notice of election.

(ix) Expenses incurred for advertising for real estate brokers, supplies, management services, etc.

(2) Obtains assistance of the OGC in clearing the advertising text when necessary.

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DISTRIBUTION: W, S, D, C

Administrative Services  
Property and Supply

(b) Other jurisdictions. The Assistant Administrator for Procurement and Administrative Support (AAPAS), Director, Procurement Management Staff (PMS), Director, General Services Staff (GSS), National Office; Assistant Administrator, Finance Office, Director, Property and Supply Management Staff, St. Louis; will perform the administrative duties involved in advertising within their jurisdictions and provisions of the law. Arrange advertisement for:

- (1) Actions as shown in §2024.252(a) of this subpart.
- (2) The sale of surplus real and personal property.
- (3) Bids for office and storage space, services, and equipment.

§2024.253 Scope of advertisements.

Administrative advertising duties will include selection of newspaper or publication without regard to location and the placing of information which will be sufficient notification to the public. No favoritism will be shown to any publication because of its editorial attitude. No advertisement for any single purpose will be placed in more than 10 publications, and not more than 5 advertisements will be placed in the same publication, except when:

- (a) The State Director authorizes more advertisements to make sure the public will be sufficiently notified.
- (b) State laws and court orders direct otherwise.

§2024.254 Orders.

Officials placing advertisements will use Form AD-838, "Purchase Order." Orders must be issued and dated before the date(s) of publication.

- (a) State Directors placing advertisements should attach a notice to the advertising order similar to this:

NOTICE TO PUBLISHER:  
IN CLAIMING PAYMENT FOR ADVERTISING PUBLISHED, FOLLOW INSTRUCTIONS ON FORM AD-838. IN ADDITION, FURNISH A COPY OF THE PAGE OF EACH PUBLICATION IN WHICH THE NOTICE APPEARED. THEY MUST BE MAILED IMMEDIATELY AFTER THE LAST PUBLICATION TO:

COUNTY SUPERVISORS  
FARMERS HOME ADMINISTRATION

- (b) Processing procedures for expenses relating to Rural Development borrowers. RD Instruction 2024-A will be followed for the following types of advertising expenses:

(1) The sale of real or chattel property repossessed or under lien to Rural Development and its predecessor agencies in foreclosure, as required by State laws or by order of the court.

(2) The sale of all acquired real property.

(3) For real estate brokers, suppliers, management sources, etc.

(c) Processing procedures for expenses charged to the salaries and expenses (S&E) appropriation. This procedure will be utilized for the following types of advertising expenses:

(1) Synopsis solicitation of suppliers for procurement/ leasing actions.

(2) The dissolution of defense relocation corporations, land purchasing associations, and similar organizations.

(3) The public notification of office hours.

(4) The public notification of Rural Development program services.

(5) Recruitment of employees.

(6) The public notification of Rural Development solicitation of nominees for county committee members and notice of election.

§2024.255 Delegation of authority.

(a) The State Director can delegate advertising authority to any Rural Development employee under his/her jurisdiction who has been properly warranted.

(b) The AAPAS, Director, PMS, Director, GSS, National Office; Assistant Administrator, Finance Office, Director, Property and Supply Management Staff, St. Louis; can redelegate advertising authority to any Rural Development employee under their jurisdiction for bids for office and storage space, services, and equipment, who has been properly warranted.

§2024.256 Restrictions.

All advertisements must comply with this Instruction or an advance written authority from the National Office.

§2024.257 Nondiscrimination.

All advertisements must show that the property will be sold without regard to race, religion, color, sex, age, marital status, or national origin.

RD Instruction 2024-F

§2024.258 Truth in Lending.

All advertisements must comply with the provisions of the Truth in Lending Act within the scope of and in accordance with Subpart I of Part 1940 of this chapter.

§§2024.259 - 2024.300 [Reserved]

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