



FOR YOUR GUIDANCE

WHAT TO DO ON LEAVING
THE SERVICE, AND
HOW TO DO IT

ISSUED BY THE AIR MINISTRY AND THE MINISTRY OF LABOUR AND NATIONAL SERVICE

INTRODUCTION

The purpose of this pamphlet is to help you in the change over from Service to Civilian Life. It contains information on a number of Service and other matters which will be of importance to you in the period immediately following your release from the Forces.

If you were in a job before joining up, it explains what steps you must take to safeguard your rights to reinstatement, or if you have no job to return to, it tells you how to set about getting one.

CONTENTS

1. *Release Leave, and your Uniform.*
2. *Matters for your immediate attention.*
3. *Pay and Allowances.*
4. *Other Service Matters.*
5. *Resettlement in Civil Life.*
6. *National Insurance and Pensions.*
7. *Northern Ireland.*
8. *Eire.*

1. RELEASE LEAVE, AND YOUR UNIFORM

General. Read carefully the document in your Service and Release Book entitled "Conditions of Release" (Form 2520/25 for airmen and airwomen and Form 2520/122 for officers). Your release becomes effective on the last day of your leave, but until the emergency is officially declared ended you remain liable to recall to the Service.

Uniform. You may wear uniform while on leave, but when your leave has expired you can only wear it on authorised occasions or if recalled for service. Take every possible care of your uniform. Officers will get no further uniform allowance if they are recalled.

Airwomen returning their greatcoats. In order to claim the 30/- held against the return of your greatcoat you must return it to a railway station within 56 days of your leaving the Dispersal Centre. It is essential that with your greatcoat you hand in your Service and Release Book so that the Railway Company can extract Part III. of Form 2520/28W. They will not accept a loose form.

Fold your greatcoat neatly, tie it up with strong string and attach the label which you will be given at the Dispersal Centre. Greatcoats can be handed in at any Railway Station in the British Isles, except those under the control of the London Passenger Transport Board. Airwomen who live in the Orkneys, Shetlands, Western Highlands or Islands of Scotland should send their greatcoats by registered parcel post to the Dispersal Centre giving the address to which the sum of 30/-, plus postage and registration, is to be sent.

2. MATTERS FOR YOUR IMMEDIATE ATTENTION

Action to be taken at the National Registration Office. As soon as possible after the start of your leave you should go to your local National Registration Office for the following:—

Civilian Identity Card. You will have to sign the application for the N.R. Identity Card in your Service and Release Book (Form 2520/9 for airmen and airwomen and Form 2520/118 for officers) in the presence of the Registration Officer. He will detach the form and give you a civilian Identity Card, which, like your L2908, you should always carry with you.

Ration Cards. At the Dispersal Centre you will have received Ration Cards for the first 14 days of your leave. The Registration Officer will give you civilian ration cards for the balance of the civilian ration period.

Clothing Coupons. The Registration Officer will give you your entitlement of civilian clothing coupons to carry you through the current civilian ration period.

Your Vote. Your name will be automatically removed from a Service Register compiled to a qualifying date later than the date of your release, and will be automatically included in the Civilian Residence Register for the constituency containing the address on your identity card on the qualifying date.

Medical Attention During Leave. Read carefully the instructions on the form in your Service and Release Book which deals with medical treatment after leaving the Dispersal Centre (Form 2520/19 for airmen and airwomen and Form 2520/124 for officers).

Note.—These instructions do not apply to officers who have not paid National Health Insurance contributions during their period of Service.

Hospital Treatment during Leave. If you need hospital treatment before the end of your leave, you should show your Service and Release Book to your doctor and if he is of opinion that such treatment is necessary he will advise you as to the steps to be taken to obtain that treatment. You should show your Service and Release Book to the hospital authorities when admitted to or attending hospital for treatment.

3. PAY AND ALLOWANCES

General. The Notes on Pay and Emoluments in your Service and Release Book contain important information. (Form 2520/25 for airmen and airwomen and Form 2520/122 for officers). Allowances will be paid up till the end of your leave (including any oversea leave). If, during your leave, your entitlement to allowances increases or decreases you should take the necessary action as follows:—

Officers

Write to the Senior Accountant Officer at the Dispersal Centre in each of the following cases:—

If you marry ask for a form to claim allowances at married rates (Form 840); fill in the form and return it with your marriage certificate.

If a child is born and you receive "1942" or "under 30" married rates of allowances, send the birth certificate in support of your claim.

If a child is due to be born within 91 days of the end of your Release leave and you receive "1942" or "under 30" married rates of allowances, claim ante-natal allowances and send a certificate from the doctor or a state-certified midwife.

If your wife or child dies, state the date of death.

In every case you should quote (i) your class of release (A, B or C) and (ii) the date stamped on the Clearance Certificate (Form 2520/120 in your Service and Release Book).

Airmen

If you marry apply by letter for the payment of family allowances to the Director of Accounts (Accounts 7), Air Ministry, Whittington Road, Worcester, and enclose your Marriage Certificate, which will be returned to you (the amount of the allowance you receive will not include the qualifying allowances normally charged against your pay).

If a child is born or you wish to claim ante-natal allowances ask your wife to comply, during your leave, with the instructions in her allowance book.

If your wife dies you should comply with the instructions contained in her allowance book.

If a child dies for whom family allowance is being paid, or if a child leaves school on or after attaining fourteen years of age, you should ask your wife or the guardian of the child to comply with the instructions contained in her allowance book.

Dependants' Allowances and War Service Grants. Claims to these emoluments cannot be initiated during your release leave.

War Gratuity and Post-War Credit. If you see an airman released in Class A or on compassionate grounds any amounts due to you in respect of war gratuity and post-war credit will be notified to you with the statement of account which will be forwarded with your final balance.

If you are an officer, you will be notified of any amount due in respect of war gratuity or post-war credit when the payment of your final allowances is made.

Whether you are an officer or airman, a Post Office Savings Bank Book will be forwarded to reach you on or about the 57th day after you have left the Dispersal Centre.

Persons released in Class B will, at some future date, be required to fill in an application form and forward it to the Release Accounts Section, Record Office, Gloucester, which will arrange for a Post Office Savings Bank Book to be sent to them.

Should you change your address before you receive your final payment, the instructions in your Service and Release Book must be observed.

Postal Drafts. It is essential that you present your Postal Drafts to the Post Office for payment within one month of the date shown on the draft. Drafts presented after this date will not be cashed. You should not sign your Postal Drafts until you cash them at the Post Office.

If you lose a draft, you must notify the Senior Accountant Officer of the Dispersal Centre and return your Service and Release Book to him. No fresh draft will be issued until the validity of the first draft has expired and until you have given a form of indemnity which will be sent to you from the Dispersal Centre.

Your post-war credit, if you have served in the ranks since January 1st, 1942, and your gratuity will be paid to you in the form of deposits in the Post Office Savings Bank. You will be wise to leave them there (unless you need the money at once) until there is a larger choice of things to buy and you can be sure of getting value for what you spend. Deposits in the Post Office Savings Bank earn interest at 2½% per annum.

WARNING

AFTER THE LAST WAR, NUMBERS OF EX-SERVICE MEN LOST THEIR PAY AND GRATUITIES BY INVESTING THEM IN ENTERPRISES AND BUSINESSES WHICH HAD VERY LITTLE CHANCE OF SUCCESS. BE WARNED, THEREFORE, AND MAKE THE MOST CAREFUL ENQUIRIES BEFORE YOU GO INTO ANY BUSINESS OR COMMERCIAL UNDERTAKING WHICH INVOLVES THE PAYMENT OF A CASH PREMIUM OR THE

INVESTMENT OF MONEY. MAKE ENQUIRIES FIRST — PREFERABLY OF INDEPENDENT AND RELIABLE ADVISORS.

4. OTHER SERVICE MATTERS

If you lose your Service and Release Book. The loss of a Service and Release Book should be notified by R.A.F. Officers to Air Ministry (O.A.R.); by W.A.A.F. Officers and women Medical and Dental Officers to Air Ministry (S.11); by Nursing Sisters and V.A.D. members to Air Ministry (Nursing Service Branch); and by airmen and airwomen to Air Officer (i/c) Records, K. Division, Gloucester.

Change of Address. It is in your own interest and also your duty to notify any change of address. Airmen and airwomen should fill in and despatch Form 2520/21 in their Service and Release Book. This Form is already stamped and addressed. Officers (R.A.F. and W.A.A.F.) should notify Air Ministry (O.A.R.), Adastral House, Kingsway, London, W.C.2, in the form shown on the inside front cover of their Service and Release Book.

Certificate of Service and Release—Officers. If you require a Certificate of Service to show to your future employer or an official of the Ministry of Labour and National Service you should write to Air Ministry (A.R.9 for R.A.F. Officers or S.11(c) for W.A.A.F. Officers) at Adastral House, Kingsway, W.C.2.

Re-enlistment in the R.A.F. If you wish to re-enlist on a regular engagement in the R.A.F., application should be made personally or by letter to the Inspector of Recruiting, Victory House, Kingsway, London, W.C.2, or to your nearest Recruiting Centre.

You should note that the following organisations operate for the benefit of R.A.F. and W.A.A.F. personnel:—

Royal Air Force Benevolent Fund. This fund exists for the relief of distress among past and present members of the R.A.F. and W.A.A.F. and their dependants. Those in need of financial or other assistance should apply to the Secretary, Royal Air Force Benevolent Fund, 114, Eaton Road, Hove, Sussex. Tel. No. Hove 3992.

Royal Air Forces Association. All serving and ex-service R.A.F. and W.A.A.F. officers, airmen and airwomen are encouraged to become members of this Association (Annual subscription 5/-; Life Membership £5 5s. 0d.). The objects of the Association are to foster the good fellowship which began in the Service, to assist members in obtaining civilian employment and legal assistance and to advise them on such matters as pensions, disability awards, etc.

Local branches of the R.A.F.A. are established throughout the country and for further information you should apply either to the local honorary secretary or to the Secretary, Royal Air Forces Association, 105A, Gloucester Road, London, S.W.7. Tel. No. FRObisher 7533.

5. RESETTLEMENT IN CIVIL LIFE

The Resettlement Advice Offices. To help you solve the many and varied problems which may arise when you reach home again, there will be a Resettlement Advice Office in every town of any size. If there is not one in your immediate area, go to the nearest Local Office of the Ministry of Labour and National Service which will tell you how to obtain the information and advice you need. It may be that your requirement can only be met by some Government Department or by the Local Authority or by a Voluntary Organisation, and if the Resettlement Advice Officer cannot himself give you all the help you require, he will be able to tell you exactly where you can get it. If you need help from any of the voluntary organisations, including Service Associations, the Resettlement Advice Office will be able to give you the address of the particular organisation or association you want. These offices have been set up especially to help you in this way—go to them with your problems whatever they may be and everything possible will be done to assist you.

Employment. If you want advice or assistance about your civilian employment or possibilities of training, go to the nearest Local Office of the Ministry of Labour and National Service. The staff there will do all they can to help you.

Reinstatement in Former Employment. If you want to return to your old employer you may have certain legal rights, provided you were in his employment within the four weeks before your war service began, and he was the last person who employed you within that period. Leaflet R.E.L.2, given to you on release, explains rights under the Reinstatement in Civil Employment Act, 1944, and how to claim them.

You are advised to read the leaflet carefully. You must not wait until your leave ends if you want to preserve your legal rights under the Act. You should make written application to your former employer not later than the fifth Monday after the day you go on leave. You should also be ready to start work not later than the ninth Monday after the day you go on leave. If you are in any doubt about what you should do you can get advice from any Local Office of the Ministry of Labour and National Service.

If you want to return to some earlier employer who has no obligation to you under the Act, you can, of course, ask him to re-employ you, although the Act does not require him to do so.

Interrupted Apprenticeship. If you were an apprentice or recognised learner in a skilled occupation when you were called up, you will wish to resume your training on your return to civil employment. The Government have arranged a scheme under which you will be assisted to complete your apprenticeship with your former employer (or, if necessary, with some other employer) or by taking a special course at a Government Training Centre or a Technical College. A time allowance will be given in respect of your service in the Forces so that you will not be called upon to serve the whole of the period of apprenticeship which was unserved when your apprenticeship was interrupted; also, if you served at your trade while in the Forces that period of service will be taken into account. There will be a State grant to enable the employer to pay you an appropriate adult wage, or if you take a course at a Government Training Centre or Technical College you will be paid maintenance allowances.

You should apply to the local Office of the Ministry of Labour and National Service for particulars of the

scheme appropriate to your trade, and for advice upon how to make an application to obtain the benefits of the scheme. The scheme applies both to men and women.

Vocational Training Scheme. If you need to be trained for a new job or to resume training interrupted by your war service, intensive courses of training are available in a wide variety of occupations (but see above if you were learning a skilled trade). On completion of training you will be accepted fully as a craftsman by both the employers and the trade unions in the particular industry. The training given will be free and you will receive maintenance allowance for yourself and any dependants. If you have to go away from home for training, the Ministry of Labour and National Service will help you to find lodgings and in certain circumstances lodging allowances will be paid. The best way of finding out whether this scheme will help you is to read leaflet P.L.156 or, if you are disabled, leaflet P.L.162. These leaflets can be obtained from the Resettlement Advice Office or from the Local Office of the Ministry of Labour and National Service in your home area.

Appointments Offices. The Appointments Offices of the Ministry of Labour and National Service deal with the specialist type of job. If you have professional or higher qualifications which fit you for professional, administrative, managerial or executive posts, or, having had little or no experience, need advice on the prospects of posts of this kind, the Appointments Offices are in touch with the firms and organisations which may require your services. You should make enquiries at the Resettlement Advice Office or the Local Office of the Ministry of Labour and National Service to find out how you might benefit by registering with an Appointments Office. You should ask for leaflet P.L.102.

If you are looking for employment or training in the nursing profession, your registration will be dealt with by a Nursing Officer of the Appointments Department.

Further Education and Training Scheme. If you want to find out about the opportunities for training under the Further Education and Training Scheme you should read the leaflet P.L.120, which you can get from the

Resettlement Advice Office, Regional Appointments Office or Local Office of the Ministry of Labour and National Service in your home area.

Careers. In order to help you in choosing a career an introductory handbook and a series of pamphlets have been prepared. They set out full information concerning entry to and prospects in various professions. You may have already obtained in the Service a copy of the handbook and pamphlets in which you are interested, but if not, copies may be obtained from the Resettlement Advice Office, Regional Appointments Office or Local Office of the Ministry of Labour and National Service.

Resettlement Grants. If you were in a business of your own or in work on your own account before joining the Forces, and need assistance to restart (e.g., for fitting up premises, obtaining equipment, tools, initial stocks and so on) you will be able to apply for a grant from the Ministry of Labour and National Service. You can obtain further information about the scheme from the Resettlement Advice Office or the Local Office of the Ministry of Labour and National Service in your home area.

Disabled Persons (Employment) Act. This Act contains provisions for the vocational training, industrial rehabilitation and employment of those who have suffered disablement and need special help or assistance in their return to civil life. The Act applies to civilians as well as to ex-Service men and women but there is to be a preference for those who have served in the Forces or in certain of the Women's Services or in the Merchant Navy.

If you are disabled you will have had an opportunity of an interview while in Hospital with a representative of the Ministry of Labour and National Service. If you have not and want advice about employment or training, go to any Local Office of the Ministry of Labour and National Service and ask to see the Disablement Rehabilitation Officer.

The Government of Northern Ireland have announced their intention to introduce corresponding legislation. It is intended that the two schemes will work together and registered disabled persons will be able to qualify under either scheme.

6. NATIONAL INSURANCE AND PENSIONS

National Health and Pensions Insurance

For health and pensions insurance purposes you are being treated as having left the Forces on the day before your leave begins, and as you were compulsorily insured during service, a contribution has been credited to you for each week of your service up to that date. You are, therefore, now entitled to benefits as a civilian and if you take up insurable work you are required to pay contributions as a civilian. The Ministry of National Insurance will inform you of the name of your Approved Society (if any) and your membership number and send you further information about your insurance position generally.

If you fall ill and wish to draw sickness benefit, get a medical certificate from your insurance doctor and send it at once to your Approved Society quoting your membership number and your Service number, or if you are not a member of an Approved Society send it to the Ministry of National Insurance. Similarly, send any claim for maternity benefit to your Society or to the Ministry. Hand the contribution card which has been issued to you to your employer when you start work. If you do not work during the ten weeks following the week in which your release leave begins it is not necessary to have your card franked at a Local Office of the Ministry of Labour and National Service. Afterwards, however, if you should find yourself unable to obtain employment you should get the card franked at the Local Office or you will fall into arrears and may suffer loss of benefit. Your insurance during service entitles you to civilian health and pensions benefits for a period of at least 18 months.

The above paragraphs do not apply to officers from whose pay insurance deductions have not been made.

Unemployment Insurance. You have been given a free insurance against unemployment and contributions have been credited to you at the rate of one for each week of paid service. The Unemployment Book issued to you should be completed with your signature and home address and handed to your employer when you start work. On termination of your release leave, hand it in at the Local Office of the Ministry of Labour and National

Service when you make a claim for benefit. Full details of the benefits to be claimed and of the conditions governing claims will be found in leaflet U.I.L.8, which can be obtained from any Local Office of the Ministry of Labour and National Service.

Disability Pensions. If you consider that you are suffering disablement from a wound, injury, or disease caused or made worse by your war service, you may claim a pension. Pension is awarded by the Ministry of Pensions in respect of disablement accepted as attributable to or aggravated by service during the present war. The rate of pension is dependent on the degree of disablement and the rank held in the Forces.

A form of application is included in your release book. This form indicates what information should be furnished and tells you how to lodge your application. If you should lose or mislay the form, you can make application to the Chief Regional Officer, Ministry of Pensions, whose address can be obtained from any Post Office or Resettlement Advice Office in your home area.

7. NORTHERN IRELAND

The counterpart in Northern Ireland of the Ministry of Labour and National Service is the Ministry of Labour for Northern Ireland. References to Local Offices should in relation to Northern Ireland be read as references to Employment Exchanges.

8. EIRE

If you are spending your release leave in Eire, advice as to employment, training, etc., facilities available in the United Kingdom can be obtained from the United Kingdom Liaison Officer for Labour, 16, Upper Mount Street, Dublin. Medical benefit under the National Health Insurance Acts is not available in Eire.

**GO TO THE NEAREST RESETTLEMENT
ADVICE OFFICE IF YOU ARE IN ANY
DIFFICULTY OR NEED ASSISTANCE
IN CONNECTION WITH YOUR RETURN
TO CIVIL LIFE.**