

OFFICER

ROYAL AIR FORCE  
SERVICE AND RELEASE BOOK

362

Rank F/LT.

Personal Number 52604

Surname BAXTER

Initials P.D.

Class of Release A

Age and Service Group No. 29

Anyone finding this book is  
requested to hand it in to the  
nearest Police Station or for-  
ward in an UNSTAMPED  
envelope to:-

UNDER SECRETARY OF STATE FOR AIR  
Air Ministry (O.A.R.)  
Admiral House,  
Kingsway, LONDON, W.C.2

## CHANGE OF ADDRESS — Notification to Air Ministry

If you change your address before your commission is terminated you should notify Air Ministry (O.A.R.) Adastral House, Kingsway, London, W.C.2.

Your notification should be in the following form:—

Christian Names }  
(in full) } .....

Surname .....  
(BLOCK LETTERS)

Rank ..... Personal Number .....

Branch in which commissioned .....

Type of Commission .....

I have to inform you that I have changed my address,  
which is now:—

.....  
(BLOCK LETTERS)

Date ..... Signature .....

R.A.F. Form 2520/122

## CONDITIONS OF RELEASE AND NOTES ON PAYMENT OF ALLOWANCES AND RELEASE BENEFITS

1. **Officers of the R.A.F.O. and R.A.F.V.R.**—You are hereby released from Air Force duty under the regulations affecting the Reserve in which you are commissioned.
2. **Officers of the A.A.F.**—You are hereby released from the obligations to which you are subject by reason of embodiment of that part of the Force of which you are a member, under the provisions of the Armed Forces (Conditions of Service) Act, 1939.
3. **All Officers released.**—Your release is subject to and on the following conditions:—
  - (i) Your commission is not terminated by this release from duty. You remain liable to recall to duty until your commission is relinquished or otherwise terminated. Ordinarily, a communication in regard to relinquishment will be issued at the end of the Emergency.
  - (ii) Your pay and allowances cease on your last day of service i.e. your effective date of release and no time after that date will count for promotion or non-effective award or other Service benefits so long as you are on release.
  - (iii) Until your commission is relinquished or terminated—
    - (a) You must notify Air Ministry (O.A.R.), Adastral House, Kingsway, London, W.C. 2, of any change in your address. This is required both for service reasons and to enable any communication in regard to future payments or medals or decorations to reach you. (see also para 7).
    - (b) If you become medically unfit through any injury, illness or disability which renders you unfit for further service you should also notify Air Ministry (O.A.R.)
    - (c) You may not enlist in or enter any other branch of H.M. Forces or the service of any other country or depart from the U.K. without permission from the Air Ministry. If you desire to do so, write to Air Ministry (O.A.R.) Adastral House, Kingsway, for consent.
    - (d) You should preserve your uniform in good condition in case of recall to duty.
    - (e) Uniform is not to be worn after the expiration of any leave granted you on release except on specially authorised occasions or on occasions of State Ceremony.
  - (iv) You are not entitled to service travel rate concessions for yourself or any members of your family after the expiration of any leave granted to you on release. If no leave be granted, the entitlement ceases on the day you departed from the Dispersal Centre.

4. **Class A Release—(Age and Service).** (i) Any reinstatement rights that you may have under the Reinstatement in Civil Employment Act, 1944, arise immediately on your departure from the Dispersal Centre.

(ii) Payment of allowances due to you up to the day of your leaving your unit for release will be paid by your existing accounting unit. Payment of allowances from that date up to the effective date of your release will be paid monthly by the Dispersal Centre into your Banking Account.

(iii) Any payments to which you may be entitled in respect of your service for War Gratuity and Post War Credits will be made in the form of a deposit in the Post Office Savings Bank on the 57th day after you left the Dispersal Centre. A Post Office Savings Bank Book will then be forwarded to you by the Head Office of the Post Office Savings Bank.

5. **Class B Releases—(National Reconstruction).**

(i) You have been released in advance of ordinary turn at the request of the Ministry of Labour and National Service, in order to perform work of national reconstruction. You are to report to the Employment Exchange or employer as shown below within seven days from the date of your departure from the Dispersal Centre. You will ordinarily be required to commence work on the expiration of your leave, but may commence earlier if you desire. You will be directed into the employment for which you have been released.

(ii) Payment of allowances due to you up to the day of your leaving your unit for release will be paid by your existing accounting unit. Payment of allowances from that date up to the effective date of your release will be paid by the Dispersal Centre into your Banking Account.

(iii) Any payments to which you may be entitled in respect of your service overseas or for War Gratuity and Post War Credits will be made in the form of a deposit in the Post Office Savings Bank at the end of the Emergency. A Post Office Savings Bank Book will then be forwarded to you by the Head Office of the Post Office Savings Bank.

(iv) If at any time prior to the date on which the Emergency is declared ended by Order in Council you cease to perform the work for which you have been released, save for reasons of ill health, your release will be revoked and you will be recalled to duty.

6. **Class C Releases (Compassionate).**

(i) You have been released in advance of ordinary turn on extreme compassionate grounds. Any reinstatement rights that you may have under the Reinstatement in Civil Employment Act, 1944, arise immediately on your departure from the Dispersal Centre.

(ii) Payment of allowances due to you up to the day of your leaving your unit for release will be paid by your existing accounting unit. Payment of allowances from that date up to the effective date of your release will be paid by the Dispersal Centre into your Banking Account.

(iii) Any payments to which you may be entitled in respect of your service for War Gratuity and Post War Credits will be made in the form of a deposit in the Post Office Savings Bank on the 57th day after you left the Dispersal Centre. A Post Office Savings Bank Book will then be forwarded to you by the Head Office of the Post Office Savings Bank.

7. **Amendment of Address given for Payment of War Gratuity (and Post War Credit, if entitled).**

Applicable to Class A or C releases only.

"If you wish the Post Office Savings Bank Book to be sent to an address other than that which you gave on release for this purpose, you must advise the Accountant Officer at the Dispersal Centre where you were released." Your letter should be in the following form:—

Number..... Initials..... Surname.....

(IN BLOCK LETTERS)

Class of Release (A or C)..... Date of leaving  
Dispersal Centre.....

I desire to inform you that I have changed my address from that given on release and I now desire my War Gratuity (and Post War Credits if applicable), to be sent to me at the following address:

(IN BLOCK LETTERS)

Nearest Post Office (if known).....

Date..... Signature.....

If you fail to notify any change of address and loss or misappropriation is caused thereby, the Air Ministry will not be liable for such loss or misappropriation.

## 8. Queries on Emoluments.

(i) Any queries on your allowances, or your War Gratuity entitlement, or your Post War Credit arising after you have left the Dispersal Centre are to be addressed to the Accountant Officer of the Dispersal Centre and you are to quote the following particulars:—

- (a) Your Class of release (A, B or C.)
- (b) The date stamped on the Clearance Certificate in this book.
- (ii) Any queries arising from your pay are to be addressed to the appropriate Air Force Agent.
- (iii) The final balance of pay received by you does not preclude any adjustment of Income Tax liability which the department of Inland Revenue may require to make subsequent to release.

## 9. AUTHORISATION OF RELEASE.

To be completed in Unit except where marked \*\*

Rank FLY Number 52604  
Initials P.D. Surname BAKTER  
(GIVEN LETTERS)

To be completed at the Dispersal Centre. { Release of the above named officer is hereby authorised as a Class A Release.  
The effective date of release (i.e. last day of service is 7/10/46 \*\*

Instructions to Class B release to report for employment.  
You have been released to take up employment

as a .....

Industry Group Letters; Occupational Classification Number .....

Delete one of these { and are to report within seven days from this date to the following exchange .....

{ with Messrs. ....

{ of ..... to whom you are to report within seven days from this date.

You will ordinarily be required to commence work on the expiration of your leave, but you may if you so desire commence at an earlier date.

Date 11/11/46 \*\*  
O.C. Personnel Detachment, Dispersal Centre.

R.A.F. Form 2530/125

## REMOBILISATION INSTRUCTIONS

(RECALL TO DUTY).

1. As stated in the Conditions of Release you remain liable to recall to duty until your commission is relinquished or otherwise terminated.

2. Such recall may be issued in the form of individual instructions in which case you will be given full instructions as to where and when you are to report.

3. If a public general notice or proclamation is issued revoking releases and recalling officers to duty you should immediately prepare yourself to return to duty and watch the press or public notice boards for further instructions as to when you are to report.

4. If remobilisation or return to duty is ordered by general notice, or by proclamation revoking releases, a list of R.A.F. Remobilisation Stations will be published in the press and by public notice, showing the particular stations under code letters.

Your code letter is A and on the publication or proclamation of instructions which apply to you, you should report to the station to which this code letter applies.

5. You should report at your Remobilisation Station as shown above, in uniform.

6. You should also bring with you:—

- (i) this book.
- (ii) your National Health and Pensions Insurance Contribution Card.
- (iii) your Unemployment Insurance Book.
- (iv) your Civilian Identity Card.
- (v) your Service Identity Disk.

If you cannot get these at once do not delay but arrange for them to be sent on after you. If you are sick when due to report you must immediately inform the Officer Commanding the station at which you are to report, enclosing a medical certificate. You should report immediately you are fit for duty.

To be completed for all officers.

# CLEARANCE CERTIFICATE

To be completed at Unit except where marked\*\*

Rank F/Lt Number 52604  
 Initials P.D. Surname BAXTER  
 (BLOCK LETTERS)

I hereby certify that the above-named officer has been cleared of all known charges in respect of deficiencies of public clothing and equipment, articles on equipment loan, or charge except for ..... which has been reported to Air Ministry, Accounts Staff.



## WARNING

You are reminded that the unauthorised communication by you to any person at any time of any information that you may have acquired in the course of your Service renders you liable to prosecution under the Official Secrets Acts 1911 and 1920.

This covers disclosure in any form whether orally or in writing or by publication in the press or in book form.

In case of death, next of kin or personal representatives are requested immediately to inform Air Ministry (O.A.R.) Adelphi House, Kingsway, London, W.C.2.

Any person knowingly making a false statement will be liable to prosecution.

Address (if different from

Signature  
 Address

Date

17. Have you been treated for the above or any other complaint since Release? If so, state nature of complaint and name and address of doctor or hospital with date and last dates of attendance.