

U.S. Form 2520A

AIRMAN

217121



ROYAL AIR FORCE
SERVICE AND PENELOPE BOOK

Rank

Service Number.....

Surname

Initials.....

Class of Release.....

Age and Service Count.....

FME

ON HIS MAJESTY'S SERVICE



The Senior Accountant Officer,

No. 101 Dispersal Centre,

Kirkham Royal Air Force.

~~WARTON~~ PRESTON (Post Town)

LANCS. (County)

AIR MINISTRY

NOTIFICATION OF CHANGE OF ADDRESS FOR FINAL PAYMENT OF PAY AND RELEASE BENEFITS

Note to Airman

Final payment will be made to the address which you gave at the time of your release. If, however, you change this address before you receive final payment, you should complete this card and send it to the Disposal Centre from which you were released, about one week before the date indicated in the Notes on Pay and Emoluments for which see Form 2520/26.

Airman's No. 1894412 Surname PROBYN
(Block Letters)

Disc to Airman on Form 2520/26.

17-MAR 1947
A 101 P.D.A.

Initials EA.

Class of Release A.

I desire to inform you that I have changed my address from that given on my release, and I now request that all further payments to be made to me be sent to the following address—

(Post Town)

(County)

Nearest Post Office
(if known)

Signature of airman

Date _____

CONDITIONS OF RELEASE AND AUTHORISATION

Under the provisions of the Armed Forces (Conditions of Service) Act, 1934 YOU ARE HEREBY RELEASED FROM AIR FORCE SERVICE, or if a member of the Auxiliary Air Force, released from the obligations to which you are subject by reason of enlistment.

This release is subject to and on the following conditions—

1. You are relegated to a Reserve of the Royal Air Force unless you are a member of the A.A.F. in which case you remain in the A.A.F.
2. You have ~~not~~ by this release been discharged from the Service. You remain liable to recall to Air Force Service until the Emergency is declared ended by Order in Council, when you will be discharged unless you are on an engagement extending beyond that date.
3. If you are recalled by Special Notice full instructions will be given you as to where and when you are to report. If any general notice or proclamation is issued revoking release or recalling the reserve to which you belong, you must immediately follow the Remobilisation Instructions in this Book.
4. You must notify Air Officer (K Records) (K Division), Gloucester, of any change in your permanent address both for Service reasons and to ensure that any communications in regard to any medals reach you.
5. If you become medically unfit through any sickness, injury or other disability which renders you unfit for further service and which is not temporary only, you must write to the A.O. (K Records) (K Division), Gloucester, enclosing a medical certificate.

RELEASE AUTHORISATION

PART I

To be completed in Unit except when marked**.

Rank Sgt Number 1896412
 Initials E.A. Surname PROBYN
(Block Letters)

To be completed
at the Dispersal
Centre

Release of the above-named airman is
 hereby authorised as a Class A release,
 and he is relegated to Class SL of the
 Reserve.
 The effective date of release (i.e. last day of
 service) is 2/9/47 **.

It is hereby certified that the above airman served in the
R.A.F. on whole-time service during the following periods:

From

To

9.6.4310.6.4513.9.437/3/47 **
(Date of departure from
Dispersal Centre)He is granted 56 days' leave on release commencing the
day following the date of departure from the Dispersal Centre

RELEASE AUTHORISATION

(continued)

PART II

Instructions to Class B releases to report for Employment

You have been released to take up employment

Delete one of the following (Industry Group Letters;
Occupational Classification Number.....)
 and are to report within seven days from your
 departure from this Dispersal Centre to the
 following Employment Exchange
 of one of the following
 these one with Messrs. one
 of one to whom you are to report within seven days from
 your departure from this Dispersal Centre.

You will ordinarily be required to commence work on the
expiration of your leave, but you may if you desire commence
work at any other time.

PART III

March 76 **

for A.O. file Records



Dispersal Centre Stamp.

NOTES ON PAY AND EMOLUMENTS

(continued)

the Director of Accounts, Whittington Road, Worcester, after the books have been cashed for that week. *Airmen and Airwomen are required to ensure, irrespective of whether the official notice has been received, that payees return the books at the time stated.*

7B. In certain cases however (e.g. Class A releases,) a form will be sent to payees from the Air Ministry which, on presentation to the Post Office, will enable them to draw allowances and allowances due for the last four weeks in one lump sum. When payment is made in this manner, the allowance books will be retained by the Post Office for return direct to the Air Ministry. If bulk payment is not authorised the procedure in paragraph 7A is to be followed.

7C. If the book is improperly encashed with your connivance or owing to your negligence, you may be liable to be prosecuted.

8. Any queries on your final payment, or War Gratuity entitlement or Post-War Credit arising after receipt of final payment are to be addressed to the Senior Accountant Officer of the Despatch Centre at which release was effected quoting the following particulars:—

- (a) Class of release (A, B or C).
- (b) Date as Stamped below.



REMOBILISATION INSTRUCTIONS

1. Although released you have NOT BEEN DISCHARGED.
2. Until you are finally discharged when the Emergency is declared ended by Order in Council you will remain liable to recall to service by public notice or proclamation or by a notice addressed to you personally.
3. If you receive an individual notice you will be sent a travelling warrant with full instructions as to what you are to do and where you are to report.
4. If a public general notice or proclamation is issued revoking releases and recalling the reserves of which you are a member, 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.
5. You should report at your Remobilisation Station as shown below, in Uniform, bringing with you all service clothing and necessaries left in your possession when you were released.
6. You should also bring with you (1) this Book containing your Certificate of Service (2) your National Health and Pensions Insurance Contribution Card (3) your Unemployment Insurance Book (4) your Civilian Identity Card (5) your Service Identity disc. 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.

REMOBILISATION INSTRUCTIONS
(continued)

7. Do NOT bring any medals or decorations with you unless you are unable to leave them in safe custody.
8. If you have to travel by rail, use the Travel Warrant in this Book and complete the name of the Railway Station as necessary. If you do not require it, leave it in this Book which must be handed in when you report for duty.
9. If you need money for the journey the money order for 5s. in this Book may be used; present it for payment at any Post Office and produce your Identity Card and you will be paid 5s. which will be adjusted later in your account. (If you do not need the money, hand in the money order on reporting or you will be charged the 5s.).

NOTE: This money order and Warrant can only be used after a Public Notice or Proclamation has been issued; they are not valid till then.

REMOBILISATION STATIONS

10. If remobilisation or return to duty is ordered by general notice, or proclamation revoking release or recalling the Reserve of which you are a member, 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 shown below, and you should report to the station to which the code letter applies.

Your remobilisation station code letter is:—

A

To be completed at Unit.

To be retained by Post Office.

ROYAL AIR FORCE

**AVAILABLE ONLY ON REMOBILISATION BY
PUBLIC NOTICE OR PROCLAMATION**

To H.M. Postmaster General.

Please pay the sum of 5s. on production of his Identity Card to the airman mentioned below, if and when by Public Notice or Proclamation the R.A.F. Reserve has been called out for further Active Service before the present Emergency is declared ended. The receipt overleaf must be signed by him.

Surname PROBYN.
(Block Letters)

Christian Name(s) ERNEST ARTHUR.

Service No. 1896412

Signature of Airman _____

Stamp of
Paying
Post Office.



Stamp of
Issuing Unit
Date.



Please read overleaf.

R.A.F. Form 3501/14

Receipt to be signed if and when the Order is cashed. I hereby acknowledge receipt of the sum of 5/- (five shillings), being advance of pay, issued to me on rejoining.

Date.....

NOTICE TO AIRMAN

If this Order is not used, it must be delivered to your Accountant Officer on joining your Unit, otherwise the five shillings will be charged against your pay account.

NOTICE TO POSTMASTER

After payment, this Order must be treated as a Postal Draft and claimed accordingly.

To be detached only by Booking Clerk and exchanged for Ticket.
RECALL TO SERVICE OF AN AIRMAN ON REMOBILISATION
 (To be completed in Unit except where marked**)

TRAVEL WARRANT

Charges payable by Air Ministry (F2a) R.A.F.
2nd Class
 The Directors of the Railway Company or Shipping Company concerned are hereby requested to provide conveyance for one airman by the recognised direct route to..... **

F.R.—The airman concerned may only use this warrant if and when public notice of proclamation has been issued calling out the Reserves.

Airman's Number 1896412 Stamp of
Dispersal
Centre **
 Surname PROBYN.
(Block Letters)
 Initials E.B.

Particulars of Ticket issued, to be filled in by Railway/Shipping Co.



R.A.F. FORM 3980/23

RECEIPTS FOR ENCASHMENT OF POSTAL DRAFTS

Notice to AIRMAN

On presentation of postal drafts at a post office for encashment or for credit to a Post Office Savings Bank Account, this release book must be produced as EVIDENCE OF IDENTITY. The Post Office will frank one ring on the encashment of EACH postal draft, and the last ring when making credit to a Savings Bank Account.



[Handwritten signature]

Usual Signature of Airman

R.R. Nov. 1945.

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

An Officer in the words,
Royal Air Force.

UNSTAMPED