

R.A.F. Form 2520A

AIRMAN

M.9



223766

ROYAL AIR FORCE
SERVICE AND RELEASE BOOK

Rank SGT

Service Number 1868263

Surname MERCIER

Initials C G

Class of Release

Age and Service Group No.

51-8247

CONDITIONS OF RELEASE AUTHORISATION

Under the provisions of the Armed Forces (Conditions of Service) Act, 1939, 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 embodiment.

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 releases or recalling the reserve to which you belong, you must immediately follow the Remobilisation Instructions in this Book.
4. You must notify Air Officer in 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. in Records (K Division), Gloucester, enclosing a medical certificate.

(continued)

CONDITIONS OF RELEASE AND AUTHORISATION

(continued)

6. Until final discharge you may not enter or enlist in 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 Officer (i/c Records). If you desire to do so, write to him for his consent.

7. After the effective date of your release (i.e. at the expiration of any leave granted or if no leave is granted the day of departure from the Disposal Centre) you may not wear uniform except on any specially authorised occasions, unless you are recalled for service.

8. You should preserve the uniform which you retain on your release in good condition in case of recall.

9. If you handed any Medals to your Commanding Officer for safe keeping apply to Air Officer (i/c Records (C.I.M. Section), Gloucester, for their return, giving full particulars.

10. Your pay and allowances cease on the effective date of your release unless the release is revoked and you are recalled to service. No reserve pay is payable in respect of the liability to recall referred to in para. 2 attaching to your release.

11. The following conditions apply to Class A (Age and Service) releases only.

Any reinstatement rights you may have under the Reinstatement in Civil Employment Act, 1944, arise on the commencement of your leave.

12. The following conditions apply to Class B (National Reconstruction) releases only.

You have been released at the request of the Ministry of Labour and National Service. You will be directed by that Ministry to your reconstruction employment for the purposes to which you

R.A.F. Form 3349/25

(continued)

CONDITIONS OF RELEASE AND AUTHORISATION

(continued)

have been released. Instructions setting out the Employment Exchange or Employer to which and the date by which you are to report are set out below. You must comply with these instructions. If at any time you discontinue such employment, even for reasons of ill-health, your release will be revoked and you will be recalled to Service.

13. The following conditions apply to Class C releases only.

You have been released on extreme compassionate grounds. Any reinstatement rights you may have under the Reinstatement in Civil Employment Act, 1944, arise on departure from the Disposal Centre.

RELEASE AUTHORISATION

PART I

To be completed in Unit except when marked**.

Rank SGT Number 1868263
 Initials C.G. Surname MERCIER

To be completed
at the Dispersal
Centre

Release of the above-named airman is
 hereby authorised as a Class 2 release,
 and he is relegated to Class 2 of the
 Reserve.
 The effective date of release (last day of
 service) is 13/5/47.

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

From

26-7-43

To

18/3/47

(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.

(continued)

RELEASE AUTHORISATION

(continued)

PART II

Instructions to Class B releases to report for Employment

You have been released to take up employment

as a

(M. of L. code number)

Delete
oneand are to report within seven days from your
departure from this Dispersal Centre to the
following Employment Exchange

of

OR

these

with Messrs.

of

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
 at any earlier time.

PART III

Date

**

for A.O. file Records

Dispersal Centre Stamp.

(continued)

NOTES ON PAY AND EMOLUMENTS

(continued)

the Disposal Centre will be increased. Postal drafts for the balance of your pay and overseas leave entitlement and for War Gratuity and Post War Credits will be issued from the Disposal Centre on, or soon after, the fourteenth day after your departure. If, however, you were sent home from overseas for immediate release, delay in making the final payment will, in some cases, be unavoidable. Amounts due in respect of War Gratuity and Post War Credit will be payable into a Post Office Savings Bank Account.

4. FOR ALL RELEASES

You will have given on release an address at which you desire the final payment of your account made. If you change this address before you receive the final payment of your account and desire the payment made to any other address you should, in order to prevent loss or misappropriation, notify the Senior Accountant Officer of the Disposal Centre from which you were released. A card (Form 2820/20) is provided in this book for the purpose.

5. Payment will be made to the address given on release unless notification of any change is received before payment; the Air Ministry will not be responsible for any loss or misappropriation resulting from your failure to notify a change of address.

6. The balance of pay forwarded to you by the Senior Accountant Officer of the Disposal Centre does not preclude any adjustment of income tax liability which the Department of Inland Revenue may require to make subsequent to your release.

2820/20

NOTES

in cash
in kind
in kind
of the
War
Post

cash
of
for
the
if
to
a

it

Accountant

Senior Officer, Gloucester, at some future date
to be notified.

3. FOR CLASS C RELEASE

You will have received at the Disposal Centre a payment in cash on account of the balance of pay due to you. If, however, you are entitled to overseas leave, the cash advances to be made at

Paragraph 5. Under paragraph 5 and subsection 1 of the R.A.F. allowances and emoluments account at the end of the allowance week (Thursday to Wednesday inclusive) in which leave expires for it to have is granted, at the end of the allowance week in which the airman/airwoman departed from the Disposal Centre. Instructions will be issued to payees at the last known addresses for them to return the allowance books to the Director of Accounts, Whitehall Road, Worcester, after the books have been checked for that week. Attention: the official notice required to ensure that payee returns the books at the time asked, had been provided, that payee returns the books at the time asked.

7A. In certain cases, however (e.g. Class A Release), a sum will be sent to payees from the Air Ministry which, on presentation to the Post Office, will enable them to draw allowances and emoluments due for the last four weeks in cash form. When payment is made in this manner, the allowance books will be returned by the Post Office for return direct to the Air Ministry. It will be noted that the procedure in paragraph 7A is to be followed.

7C. If the book is imperfectly enclosed with your certificate, or failing to your neglect, you may be liable to be prosecuted.

Form 11 Wb, 1952/53, 40000 9/52 Hs. 6/51.

(continued)

NOTES ON PAY AND EMOLUMENTS

(continued)

7. The entitlement of wives, dependants and allottees to R.A.F. allowances and allotments ceases at the end of the allowance week (Thursday to Wednesday inclusive) in which leave expires (or if no leave is granted, at the end of the allowance week in which the airman departed from the Disposal Centre). Instructions will be issued to payees at their last known addresses for them to return the allowances books to 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.*

If the book is improperly encashed with your connivance or owing to your negligence, you may be liable and 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 Disposal 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 still 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 reserve 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 accessories 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 releases 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:—



To be completed at Unit.
To be retained by Post Office.

ROYAL AIR FORCE

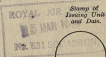
To H.M. Postmaster General.

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.

AVAILABLE ONLY ON REMOBILISATION BY
PUBLIC NOTICE OR PROCLAMATION—

Surname MERCIER
Christian Name(s) CYRIL GORDON
Service No. 1868263 719
Signature of Airman C. Mercier

Stamp of
Paying
Post Office.



R.A.F. Form 3520/12

CLEARANCE CERTIFICATE

To be completed at Unit except where marked **

Rank SGT Number 1868 263

Initials C.E Surname MERCIER

To be signed if and when the order is cashed. I hereby acknowledge receipt of the sum of £s.

Date _____

It is hereby certified that the above-named airman has been cleared of all known charges in respect of deficiency of public clothing and equipment.

Accountant Officer **M.9**

Disposal Centre **
Date Stamp

118 MAR 1947

101 P.D.C.

TO BE COMPLETED FOR ALL PERSONNEL

ROYAL AIR FORCE CERTIFICATE OF SERVICE AND RELEASE

M.9

SERVICE PARTICULARS

Service Number } 1868263 Rank SGTAir Crew Category and/or R.A.F. trade A/G/F.C.A

Air Crew Badges awarded (if any) _____

Overseas Service MALR.A.F. Character YG (see notes on back of certificate on opposite page)Proficiency A SAT

B _____

Decorations, Medals, Claps, Mention in Despatches, Commendations, etc. _____

1939-45 STAR FRANCE, GERMANY

Educational and Vocational Training Courses and Results _____

DESCRIPTION

Date of Birth 22.1.25 Height 5.3"Marks and Scars B. MARK on R. EYESpecimen Signature of Airman C. Mercerof CYRIL GORDON MERCERThe above-named airman served in the RAFVR on full-time service.from 26.7.43 to 17.3.47

(Last day of service is unit before leaving for release and release from).

Particulars of his Service are shown in the margin of this Certificate.

Brief statement of any special aptitudes or qualities or any special types of employment for which recommended:—

Sgt. Mercer has always carried out his duties in a cheerful & efficient manner. He has a smart bearing & is of a pleasing personality, his honesty & integrity being very much to be commended.

Date 15.3.47

Signature of Officer Commanding

Notes:—

R.A.F. trade.—For air crew with a basic trade, show the trade in brackets after the air crew category, e.g., Pilot (Armoured).

R.A.F. Character during Service:

V.G. is the highest character which can be awarded in the Royal Air Force. The character assessment reflects the airman's conduct throughout the whole of his service.

Proficiency:

The trade proficiency headings A and B signify:—

TRADESMEN

- A. Skill in his trade (applicable to airmen up to the rank of Corporal inclusive).
 B. Ability as technical Warrant Officer or Non-commissioned officer, i.e., as foreman, manager, foreman or supervisor in his trade.

AIR CREW PERSONNEL

- A. Proficiency as pilot, navigator, air gunner, etc.
 B. Ability as a Warrant Officer or Non-commissioned officer.

Proficiency will be shown as

Ex. for exceptional
 Supr. for superior
 Sat. for satisfactory
 Mod. for moderate
 Inf. for inferior

No higher or other assessment is permissible.

The date to be inserted as the date of commencement of service is the date on which the airman reported for service, was called up from deferred service, called out or embodied as applicable.

To be detached only by Booking Clerk and exchanged for Ticket.

RECALL TO SERVICE OF AN AIRMAN ON REMOUBILISATION

(To be completed in Unit except where marked**)

TRAVEL WARRANT

Charges payable by Air Ministry (File)

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 _____

N.B.—The airman concerned may only use this warrant if and when public notice of proclamation has been issued calling out the Reserve.

Airman's Number 1868263

Surname MERCIER

Initials C.G.

Stamp of
Disposal
Centre

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

LEAVING CERTIFICATE—AIRMAN INCOME TAX

Note.—Parts I and II of this form are to be completed for all releases. Part III is to be completed by the airman and the form sent by him to his Inspector of Taxes.

Notice to Airman

If you are taking up civil employment, or intend to seek employment, fill up Part III on the back of this form. The particulars are wanted in order that you may be given your proper Income Tax allowances; otherwise too much tax may be deducted from your civil pay.

**IT IS IMPORTANT THAT THE FORM SHOULD REACH THE
INSPECTOR OF TAXES WITHOUT DELAY. DO NOT WAIT
UNTIL YOU HAVE OBTAINED EMPLOYMENT.**

Part I.—To be completed at Unit.

Rank SGT Number 1868263
Initials C G Surname MERCIER

- (a) The above airman was in receipt of the following daily rates of pay at the date of leaving the Unit for Release as shown by his pay ledger or pay book.

Consolidated Pay

s. d.

G.C.B. Pay

WEQualification and
duty pay

Alterations in daily rates of pay

from p.d. to p.d. w.e.f.

since 5th April last and in year

from 9/1 p.d. to 12/6 p.d. w.e.f. 10-11-45If in home state None If

from p.d. to p.d. w.e.f.

not known insert "Not known."

from p.d. to p.d. w.e.f.

- (b) The above airman has been remunerated at taxable rates and Form 2520/53 will be forwarded to the Assessor of Income Tax by the Dispersal Centre.
- * Delete this sub-para. if airman is not in receipt of taxable rates of pay, i.e. 6/-d. or more per day if single; 8/6d. or more per day if married.

[Signature]
Signature of Accountant Officer
or Officer Commanding.

Part II**.—To be completed at Dispersal Centre.

The effective date of release of the above is 13/5/47

Dispersal Centre Stamp

P.T.O.

CLAIM FOR DISABILITY PENSION—(AIRMAN)

THE ATTACHED FORM is to be used only if you claim to be suffering from a disability attributable to or aggravated by WAR SERVICE. You may complete it at any time WITHIN 6 MONTHS after the date you ceased to draw service pay.

When completed the form should be sent to the Air Officer i/c R.A.F. Record Office, Gloucester.

If there is insufficient space on the form further explanations or answers can be written on a plain sheet of paper which you must SIGN and attach firmly to the form.

Any pension granted on this application will commence on the day following cessation of service pay.

After 6 months from the cessation of service pay, any claim to pension must be made on a different form to be obtained from the nearest office of the MINISTRY OF PENSIONS, the address of which can be obtained at the local Post Office.

LEAVING CERTIFICATE—AIRMAN (contd.)

Part III.—To be completed by the airman.

- 1.(a) Full name.....
- (b) Address to which communications.....
should be sent to you.....
- (c) Was this your address before you.....
joined the Forces?.....
2. On about what date do you expect to start civil employment?.....
3. Name and address of your employer.....
if now known.....
4. Do you or your wife make income tax returns?.....
If so, state:—
(a) Address of tax office to which sent, if known.....
.....
* (b) Tax office reference number, if known.....
5. Name and address of your last employer.....
before joining Forces. (If the same as.....
Item 3, write "As in 3")......
.....
during the war, give the name and.....
address of her employer (her last employer.....
if she is not now in employment).
Her works number if known.....
7. State whether you are single, married or widower.....
Number of children under 16.....

* NOTE: If you can give the full reference number as well as the Tax Office, you need not answer questions 5 to 7.

Signature of airman.

Date

WHERE TO SEND THIS FORM.—If you or your wife have made Income Tax returns, send this form to the Tax Office to which the returns were made. If no return has been made, send the form to the office of any Inspector of Taxes.

R.A.F. Form 2520/18
MPB 281**CLAIM FOR DISABILITY PENSION—AIRMAN**

1. Surname MERCIER 2. Service No. 1868263
(BLOCK LETTERS)
3. Christian Names CYRIL GORDON
4. Rank SGT 5. Unit/Group 631 SQUADRON/12 GP
6. Date of Release _____
7. Have you served in the Armed Forces before the present War and been discharged?
("Yes" or "No") _____ If "Yes" give particulars below:—

Former Regt. Corps or Ship, etc.	Army or Official Number	Date of Discharge	Cause of Discharge	Particulars of Pen- sion (if any) for disablement or service

8. Give particulars of your wife and children now under 16 years of age for whom you received family allowances at any time during service:—

- (a) Wife—full Christian Names _____
and name before marriage. _____
(b) Wife's present address _____
(c) Date of marriage _____
(d) CHILDREN:— 1. _____ Date of birth _____
Full Christian Names (and sur- _____
name where different from 2. _____ Date of birth _____
_____ and date of birth _____
born after release _____
Date/s of birth _____

PARTICULARS OF CLAIM

The following questions should be answered with care. The answers will assist in the enquiries to be made of official records. Incomplete answers may delay the consideration of your claim.

QUESTION	ANSWER
10. What is the disability for which you claim pension? If a wound or injury state when and where received and part of body injured.	
11. Give the names of the hospitals or other places at which you received treatment during service for the disability and the dates as nearly as you can.	

(continued overleaf)

as to the location of the nearest suitable hospital the Hospital Officer for the district in which the patient resides can give you the required information, and he will also be in a position to advise as to the nearest military or E.M.S. hospital where any massage, X-ray examination or other out-patient treatment can be obtained.

PART VI to be completed by Doctor providing treatment who should also detach the form and send it to the Insurance Committee (in Northern Ireland to the Ministry of Labour, Palace Grounds, Armagh, Northern Ireland), for the area in which the insured person is staying.

- * The person named overleaf who was not on my list immediately before serving in H.M. Forces is accepted as from to-day as a temporary*/permanent* resident.
- * The person named overleaf who states that he was on my list immediately before serving in H.M. Forces has to-day applied to me for treatment.

Date

Signature

- * Delete where not applicable.

If doctor is to supply drugs he should enter DR here	If doctor claims mileage he should enter mileage distance here
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R.A.F. Form 2520/18
MPB 281
(continued)

CLAIM FOR DISABILITY PENSION—AIRMAN

(continued)

12. IF YOU CLAIM SOLELY IN RESPECT OF A WOUND OR INJURY, YOU NEED NOT ANSWER ANY OF THE FOLLOWING QUESTIONS—but this claim form must be signed and dated.

QUESTION	ANSWER
13. (a) When did you first suffer from the disability ? (a) (b) If before your war service when did you first notice the effects of war service on it ? (b)	
14. State what particular incidents or conditions of service you consider caused or worsened the disability.	
15. (a) In which Unit were you then serving ? (a) (b) Where were you stationed ? (b) (c) What was the precise nature of your duties at the time ? (c)	
16. If you suffered from the disability before joining the Forces, give the name and address of any doctor, hospital, etc., from whom you received treatment. Give approximate dates.	

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

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

Address

Address (if different from above) to which you desire the result of your claim to be sent

Witness to signature Date

(Any householder)

Address of Witness

Second signature of applicant
(for record purposes)

FOR ALL AIRMEN

Take the utmost care of this book which contains your Certificate of Service. The Certificate cannot be replaced when loss is due to any action or negligence on your part. You should not part with your Certificate of Service, but if you desire to give anyone full particulars of your service, make a copy.

WARNING.—You are reminded that the unauthorised communication by you to any person at any time of any information you may have acquired while in H.M. Service which might be useful to an enemy renders you liable to prosecution under Official Secrets Acts 1911 and 1920.

In case of death, next-of-kin are requested immediately to inform A.O. 4/c Records, E. Division, Gloucester.

Name of Approved Society* (if any)
(if a deposit contributor write "I.O.C.")

Name of Branch (if any) of Society

Membership number

(Signature of Released Person)

Date

* If you were a member of an Approved Society before you were mobilised or called up for service, or if you joined an Approved Society during service, your membership is still effective.

PART V

HOSPITAL TREATMENT DURING RELEASE LEAVE

If you need hospital treatment before the end of your leave you should show this 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 this book to the hospital authorities when admitted to or attending hospital for treatment.

For the information of the doctor.

Inpatient treatment would normally be given at the nearest service or civil hospital. Inpatient Scheme hospital where the treatment required can be given. If you are in doubt

RECEIPTS FOR ENCASHMENT OF POSTAL DRAFTS

To AIRMAN

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



For
Credit
to P.O.S.B.
only.

Imperial

Post Signature of Airman.

For the information of the doctor.

In-patient treatment must normally be given at the second service or don't interrupt. No food before treatment above the treatment required can be given. If you are in doubt

For the information of the doctor.

In-patient treatment would normally be given at the nearest service or civil Emergency Medical Scheme hospital where the treatment required can be given. If you are in doubt

Anyone finding this book is requested to hand it in to the nearest Police Station or forward in an **UNSTAMPED** envelope to:—

Air Officer i/c Records,
Royal Air Force,
GLOUCESTER.