

R.A.F. Form 2520A

AIRMAN



195323

ROYAL AIR FORCE
SERVICE AND RELEASE BOOK

AIRCREW
Rank WARRANT OFFICER
Service Number 1453555
Surname WAINWRIGHT
Initials J.E.
Class of Release A.
Age and Service Group No. 44+6 MTHS

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

R.A.F. Form 2520/25

(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 (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 (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 attending 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 2520/25

(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, save 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

40

Number

1453555

Initials

J.E

Surname

WRIGHT

(Black Letter)

To be completed
at the Disposal
Centre

Release of the above-named airman is
hereby authorised on a Class A release,
and he is relegated to Class 61 of the
Reserve.
The effective date of release (i.e. last day of
service) is 20.3.47.

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

From

To

9.2.425.12.466.12.467.1.47

(Date of departure from
Disposal Centre)

He is granted 72 days' leave on release commencing the
day following the date of departure from the Disposal Centre

(continued)

RELEASE AUTHORISATION

(continued)

PART II

Instructions in Class-B releases to report for Employment

You have been released to take up employment

Delete

one

of

these

OR

(Industry Group Letters;

Occupational Classification Number.....)

and are to report within seven days from your
departure from this Disposal Centre to the
following Employment Exchange

OR

with Messrs.

of to
whom you are to report within seven days from
your departure from this Disposal 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.D. &c Records

NOTES ON PAY AND EMOLUMENTS**1. FOR CLASS A RELEASE**

You will have received at the Dispersal Centre a payment in cash and postal drafts on account of your leave pay and allowances. Postal drafts for the final balance of your pay account and notification of amounts due to you for War Gratuity and Post-War Credit will be forwarded by the Senior Accountant Officer of the Dispersal Centre on or about the 42nd day after your departure from the Dispersal Centre. Amounts due in respect of 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.

2. FOR CLASS B RELEASE

You will have received at the Dispersal Centre a payment in cash on account of your leave pay and allowances. The balance of pay and allowances will be forwarded to you by the Senior Accountant Officer of the Dispersal Centre on or soon after the 14th day after your departure from the Centre. If, however, you were sent home from overseas for immediate release, delay in making the final payment will in some cases be unavoidable. Any payment to which you may be entitled in respect of your service overseas or for War Gratuity and Post-War Credit, 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.

3. FOR CLASS C RELEASE

You will have received at the Dispersal 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 the Dispersal Centre will be increased. Postal drafts for the balance of your pay and overseas leave entitlements, and notification of amounts due to you for War Gratuity and Post-War Credits will be issued from the Dispersal Centre on or soon after the 14th day after your departure. If, however, you were

NOTES ON PAY AND EMOLUMENTS

(continued)

sent home from overseas for immediate release, delay in making the final payment will, in some cases, be unavoidable. Any payments to which you may be entitled in respect of your service for War Gratuity and Post-War Credit 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.

FOR ALL RELEASES

4. 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 Dispersal Centre from which you were released. A card (Form 2520/20) 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 Dispersal Centre does not preclude any adjustment of income tax liability which the Department of Inland Revenue may require to make subsequent to your release.

7A. The entitlement of wives, dependants and allowances 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/airwoman departed from the Dispersal Centre). Instructions will be issued to papers at the last known addresses for them to return the allowance books to

R.A.F. Form 2520/34
(continued)

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 payers return the books at the time stated.

7B. In certain cases however (e.g. Class A releases) a form will be sent to payers from the Air Ministry which, on presentation to the Post Office, will enable them to draw allowances and allotments 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 Cuntinity 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.



R.A.F. Form 2520/34.

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 release 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 necessities 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 £s. in this Book may be used: present it for payment at any Post Office and produce your Identity Card and you will be paid £s. 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 £s.).

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 £s. 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 Wainwright

(Block Letters)

Christian Name(s) JOHN EDGAR

Service No. 1453555

Signature of Airman Wainwright

Stamp of
Paying
Post Office.

Stamp of
Issuing Unit
and Date.



Please read overleaf

R.A.F. Form 2220/12

CLEARANCE CERTIFICATE

To be completed at Unit except where marked **

AIRMAN
 Rank 7/d Number 1453555

Initials J. E Surname WAINWRIGHT
 (Block Letters)

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

Accountant Office
 17 JAN 1947
 201 PDC. *Copy ***

TO BE COMPLETED FOR ALL PERSONNEL.

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.

ROYAL AIR FORCE CERTIFICATE OF SERVICE AND RELEASE

SERVICE PARTICULARS

Service
Number

1463555

Rank

AIR CREW II
WARRANT OFFICER

Air Crew Category and/or R.A.F. trade

AIR BOMBER

Air Crew Badges awarded (if any)

AIR BOMBER'S - Brevet

Overseas Service

S. Africa 26.10.42, 27/1/43.
AFSEA 18.2.46 - 5.10.46.

R.A.F. Character

VB.

(see notes on back
of certificate on op-
posite page)

Proficiency A

SAT.

I " " I

II

SOP.

I " " I

Decorations, Medals,

Clasps, Mention in Despatches, Commendations, etc.

1939-45 Star.

Andrew Eugene Clark, Defence Medal, War Service Medal.

Educational and Vocational Training

Courses and Results

Nil.

DESCRIPTION

Date of Birth

23.7.28

Height

5' 9"

Marks and Scars

Nil.

Specimen Signature

of Airman

J. H. Smith

J. E. WAINWRIGHT.

(Block Letters)

The above-named airman served in the

RAFVR

on full-time service.

From

9.2.42.

to

5.12.46.

(Last day of service in unit before leaving for release and release leave).

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:-

Employed as Air Gunner
in our V.P. flight he has shown
himself to be a very able. He
is keen to take up Technical
Engineering & has taken the trouble
to prepare himself by studying
a Technical course.

Date

5 June 47

Signature of Officer Commanding

Wing Commander.

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 (Armstrong).

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 airman 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 bomber, air gunner, etc.
B. Ability as a Warrant Officer or Non-commissioned officer.

Proficiency will be shown as

Ex.	for exceptional	} No higher or other assessment is permissible.
Supr.	for superior	
Sat.	for satisfactory	
Med.	for moderate	
Inf.	for inferior	

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 embarked as applicable.

R.A.F. Form 2520/14

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 (F3a)

R.A.F.
3rd 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:—**

R.R.—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 1453555

Stamp of
Dispersal
Centre. **

Surname WAINWRIGHT.

(Type Legibly)

Initials J.F.

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

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 4 MONTHS after the date you ceased to draw service pay.

When completed the form should be sent to the Air Officer (ie 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 4 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.

CLAIM FOR DISABILITY PENSION—AIRMAN

1. Surname WAINWRIGHT 2. Service No. 1458665
(BLOCK LETTERS)
3. Christian Names JOHN EDGAR
4. Rank 4th AIRFIELD 5. Unit/Group 48 Squadron
AHQ Malaya
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 _____

Name where different from _____ Date of birth _____
(your own) and dates of birth _____

3. _____ Date of birth _____

9. Give particulars of any child _____
born after release _____
Name/s _____
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)

(Continued overleaf)

If so, when ?
Do you intend to leave this district within three months from the date hereof ?
My present address is
(Insert name of doctor or approved institution)
be placed on the list of
Delete as may be necessary
I was not on the list of a doctor in the district where I am now, and I desire to
I was mobilised or called up for service.
I was on the list of Dr.
I have not received a medical card to be issued to me.
I have not received a medical card since leaving the Dispersal Centre and I hereby apply
for a medical card to be issued to me.
Available for three months from date of leaving Dispersal Centre
To be completed by released person ONLY if needing medical treatment before a medical
card is received.
PART IV

The above-named person departed from this Dispersal Centre on
PART III to be completed at Dispersal Centre
(Dispersal Centre Date Stamp)

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 ? (b) If before your war service when did you first notice the effects of war service on it ?	(a) (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 ? (b) Where were you stationed ? (c) What was the precise nature of your duties at the time ?	(a) (b) (c)
16. If you suffered from the disability before joining the Forces, give the name, address of any doctor, hospital, etc. from whom you received treatment.	

State nature of complaint and name and address of doctor or hospital with first and last dates of attendance.

Signature _____ Date _____

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) _____

your own) and name of child

Date of birth

Date of birth

9. Give particulars of any child born after release

Name/s

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)

R.A.F. Form 3520/19

Part II to be completed at Unit.

Part III to be completed at Dispersal Centre.

PART I.

Instructions to Released Person.

MEDICAL TREATMENT AFTER LEAVING DISPERSAL CENTRE

You are now entitled to medical benefit under the National Health Insurance Acts, and a medical card telling you how to get treatment will be sent to you as soon as possible. Medical benefit includes free treatment from an insurance doctor at his surgery, or if your condition requires it, at your home, and free medicine.

If you go back to live in your old district and had an insurance doctor before you joined up you will be restored to his list if he is still in practice himself or by deputy.

If you fall ill before the medical card comes, fill in the application below and hand this book to your previous insurance doctor (or, if absent, his deputy). If you did not have an insurance doctor before you joined up or if you go to live in another part of the country, apply to any insurance doctor. You can see a list of insurance doctors at the local Post Office.

Do not detach the form from the book. The doctor will do this.

Turn over for information about hospital treatment.

Form Med. 50A

PART II to be completed at Unit.

Rank

W/O AIRCRAFT
J.E

Number

1453555

Initials

Surname

WAINWRIGHT

(Block letters)

PART III to be completed at Dispersal Centre

(Dispersal Centre Date Stamp)

The above-named person departed from this Dispersal Centre on

PART IV

Available for three months from date of leaving Dispersal Centre

To be completed by released person ONLY if needing medical treatment before a medical card is received.

I have not received a medical card since leaving the Dispersal Centre and I hereby apply for a medical card to be issued to me.

Delete as may be necessary

I was on the list of Dr. _____ immediately before I was mobilised or called up for service.
I was not on the list of a doctor in the district where I am now, and I desire to be placed on the list of _____
(Insert name of doctor or approved institution)

My present address is

Do you intend to leave this district within three months from the date hereof?

If so, when?

(Continued overleaf)

FOR ALL ARMEN

Take the utmost care of this book which contains your Certificate of Service. The Certificate cannot be replaced when lost 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. i/c Records, K Division, Gloucester.

Name of Approved Society* (if any).....
(If a deposit contributor write "D.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 your doctor and if he is of opinion that such treatment is necessary he will advise you the steps to be taken to obtain that treatment. You should show this Release Book hospital authorities when admitted to or attending hospital for treatment.

the information of the doctor.

treatment would be obtained, 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
--	--

RECEIPTS FOR ENCASHMENT OF POSTAL DRAFTS

Issue to AIRMAN

On presentation of postal drafts at a post office for encashment 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.



J. P. [Signature]

United Signature of Airman.

BOC Digital Archive

Must be completed at Dispersal Centre

21/1/38
Completed at Diamond Centre

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

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