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R.A.F. FORM 2520C

OFFICER



ROYAL AIR FORCE
SERVICE AND RELEASE BOOK

Rank F/O

Personal Number 184015

Surname BIRD

Initials J.H.

Class of Release A

Age and Service Group No. 47

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.) Admiralty House, Kingway, London, W.C.2.

Your notification should be in the following form:—

Christian Names }
(in full) }

Surname }
(in full) }

Rank } Personal Number }

Branch in which commissioned

Type of Commission

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

(in full)

Date Signature

R.A.F. Form 2520/133

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.), Admiralty House, Kingway, 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.) Admiralty House, Kingway, 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 member 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 Disposal 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 Disposal Centre.

- (ii) Payment of allowances due to you up to the day prior to 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 Disposal 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 issued by the Disposal Centre Accountant Officer at the end of your Release Leave.

5. Class B Release—(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 Disposal 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 prior to 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 Disposal 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 issued by the Release Accounts Section, R.A.F. Record Office, Gloucester at a future date.

- (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 Release (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 Disposal Centre.

- (ii) Payment of allowances due to you up to the day prior to 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 Disposal Centre into your Banking Account.

- (iii) Any payment to which you may be entitled in respect of your service overseas or for War Gratuity and Post War Credits will be issued by the Disposal Centre Accountant Officer as soon after your release as possible.

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 Accountant Officer of your Disposal Centre to make the payment of your War Gratuity (and Post War Credits, if entitled) to any address other than that which you gave on release for this purpose you must advise the Accountant Officer at the Disposal Centre where you were released. Your letter should be in the following form:—

Number..... Initials..... Surname.....
(BY BLOCK LETTERS)
Date of leaving.....
Disposal 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:

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.

Number
Date of leaving
Disposal Centre
Nearest Post Office (if known)
Date
Signature

R.A.F. Form 2530/125

2. Queries on Enrolment.

Any queries arising on your allowances, or your War Gratuity entitlement, or your Post War Credit (for Airman service), arising after you have left the Disposal Centre are to be addressed to the Accountant Officer of the Disposal Centre and 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.

AUTHORISATION OF RELEASE.

To be completed in Unit except where marked **

Initials J.H. Number 134015
 Surname BIRD

To be completed at the Disposal 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 25-11-45.

Instructions to Class B release to report for employment.

You have been released to take up employment

as a _____

M. of L. code number _____
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.

- 6 SEP 1945

Date _____
O.C. Personnel Detachment, Disposal Centre.

REMOBILISATION INSTRUCTIONS

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 where 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 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.

R.A.F. Form 2523/123

*To be completed for all officers.***CLEARANCE CERTIFICATE***To be completed at Unit except where marked***Rank F/O Number 184015Initials J.H. Surname BIRD

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 £.....d.,** which has been reported to Air Ministry, Accounts 2(a).

**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 (Q.A.R.) Adelphi House, Kingsway, London, W.C.2.

Name

Signature
to be
submitted
to
the
Unit
on
return
of
this
form.

Signature

(If) do not
submit to
the
Unit
on
return
of
this
form.

To be completed for all

CLEARA

To be completed at Unit

Rank *PLC*

Initials *Z.H.*

I hereby certify that
cleared of all known clothing and equipment,
except for *£*.....
reported to Air Ministry

R.A.F. Form 2520/124

Part II to be completed in Unit for all officers whether insured or not.
Part III to be completed at Dispersal Centre for insured officers.

Part I—Instructions to Released Person.

MEDICAL TREATMENT AFTER LEAVING DISPERSAL CENTRE.

If you are entitled to medical benefit under the National Health Insurance Acts, 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 in Unit

Rank *PLC* Number *184015*
Initials *Z.H.* Surname *BIRD*
(BLOCK LETTERS)
If a married woman state
(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?

Name of Approved Society (if any)

(If a deposit contributor write "D.C.")

Name of Branch (if any) of Society

(Signature of Released Person)

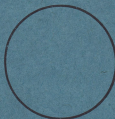
Membership number

Date

P.T.O.

POSTAL DRAFT—Evidence of Identity

On presentation of the Postal Draft for War Gratuity (and Post War Credit, if entitled) at a Post Office for Credit to a Post Office Savings Bank Account you will be required to produce this Release Book as evidence of identity. The Post Office will frank the book below on presentation of the Postal Draft.



getbird
Specimen Signature of Officer.

* 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 Release Book to the hospital authorities when admitted to or attending hospital for treatment.

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 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 today 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

Date.....

supply drugs he
should enter DR.

here).....

If Doctor
mileage he should
enter mileage

distance here).....

POSTAL DRAFT—Evidence of Identity

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gubind

Specimen Signature of Officer.

* 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 Release Book to the hospital authorities when admitted to or obtaining hospital for treatment.

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 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 R.M.S. hospital where any necessary X-ray examination or other outpatient 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, Police Grounds, Dromagh, Northern Ireland) for the area in which the treated person is staying.

* The person named above who was not on any list immediately before serving in R.M. Forces is exempted as from today as a temporary/permanent resident.

* The person named is what we mean that he was a try but unsuccessfully before serving in R.M. Forces then locally applied to me for assistance.