

R.A.F. Form 2520A

AIRMAN



152145

ROYAL AIR FORCE  
SERVICE AND RELEASE BOOK

Rank W/O

Service Number 1581956

Surname LONG

Initials N.J.

Class of Release A

Age and Service Group No. 47

17. Have you been treated for the above or all of the above or any other complaint of a nature which would be likely to affect your state of mind or health, or have you been treated for any such condition, and if so, where and when?

ON HIS MAJESTY'S SERVICE



The Senior Accountant Officer,

No. .... Dispersal Centre,

No. 101 P.D.C.

Royal Air Force.

KIRKHAM

(Post Town)

*Sainsbury*

(County)

AIR MINISTRY

BCC Digital Archive

17. Have you been treated for the above or at any other complaint of a state nature of government?

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

### Note to airmen

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 2520/20.

Airmen's No. 1581956 Surname LONG (Block Letters)  
 Date as shown on Form 2520/20. Initials N.J  
 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)

Date \_\_\_\_\_

Signature of airman

## 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 (c 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. (c Records (K Division), Gloucester, enclosing a medical certificate.

17. If you have been recalled for the above or a recall when any other certificate of release is issued, you must return this card to the Disposal Centre from which you were released.

## CONDITIONS OF RELEASE AND AUTHORISATION

(continued)

4. 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 (b 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 (b 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

## 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.

11. Have you been the subject of any other employment or other matter of which you should be aware on your return to service?

## RELEASE AUTHORISATION

## PART I

To be completed in *Unit except when marked\*\**.

Rank W/O Number 1581956  
 Initials N.J. Surname LONG  
(Block Letters)

*To be completed  
at the Disposal  
Centre*

Release of the above-named airman is hereby authorised as a Class A release, and he is relegated to Class G.1 of the Reserve.  
 The effective date of release (i.e. last day of service) is 10/12/46 \*\*.

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

From

To

13-7-4222/9/46

(Date of departure from Disposal Centre)

He is granted 79 days' leave on release commencing the day following the date of departure from the Disposal Centre

## RELEASE AUTHORISATION

(continued)

## PART II

Instructions to Class B releases to re-regular Employment  
 You have been released to take up employment

as a \_\_\_\_\_  
 (Industry Group Letter;  
 Occupational Classification Number.....)  
 and are to report within seven days from your departure from this Disposal Centre to the following Employment Exchange \_\_\_\_\_  
 of \_\_\_\_\_  
 OR \_\_\_\_\_  
 with Messrs. \_\_\_\_\_  
 or \_\_\_\_\_ 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 work at any other time.

## PART III

Date

\*\*

10/12/46 \*\*

for A.O. file Records

Disposal Centre Stamp.

17. Have you been told of for the above or a great value any other conditions of service or state matters of ...



**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 32nd 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

(continued)

**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 2520/25) 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 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/airwoman departed from the Dispersal Centre). Instructions will be issued to payees at the last known addresses for them to return the allowance books to

15. Have you been provided for the above or a final release any other circumstances of a final release any date nature of

## NOTES ON PAY AND EMOLUMENTS

(continued)

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

7E. 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 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 authorized 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 Custody entitlement or Post-War Credit arising after receipt of final payment are to be addressed to the Senior Accountant Officer of the Dispersal Centre at which release was effected quoting the following particulars:—

- (a) Class of release *(B) (B) (B)*
- (b) Date as Stamped *Dispersal Office*



Dispersal Centre Date Stamp.

## 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 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.

15. These forms have been prepared for the above set of circumstances and other contingencies of service. It is the duty of the holder to ensure that the nature of service is such that the forms are not rendered obsolete.

**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 LONG  
(Block Letters)

Christian Name(s) NORMAN JAMES

Service No. 1581956

Signature of Airman *N. J. Long*

Stamp of  
Paying  
Post Office.



Stamp of  
Issuing Unit  
and Date.



Please read overleaf.

17. If you have been released from the above or if a special reserve unit other than that of the Reserve of the Royal Air Force is formed, it is necessary to return this form to the Post Office.



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.

R.A.F. Form 2520/12

### CLEARANCE CERTIFICATE

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

Bank W/O Number 1581956

Initials N.J. Surname LONG  
(Block Letters)

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



TO BE COMPLETED FOR ALL PERSONNEL

11. This form must be used for the above purposes only. It is not to be used for other purposes. It is the property of the R.A.F. and must be returned to the issuing authority when no longer required.

ROYAL AIR FORCE  
CERTIFICATE OF SERVICE AND RELEASE

## SERVICE PARTICULARS

Service Number } 1581956 Rank WARRANT OFFICER  
 Air Crew Category and/or Role/Trade AIR BOMBER  
 Air Crew Badges awarded (if any) AIR BOMBER  
11.3.48 - 15.3.48 SOUTH AFRICA  
 Overseas Service 24.10.43 - 15.3.46 INDIA  
 R.A.F. Character VERY GOOD (see notes on back of certificate on opposite page)  
 Proficiency A SATISFACTORY | . . . )  
 B SATISFACTORY | . . . )  
 Decorations, Medals, Clasp, Mention in Despatches, Commendations, etc.  
1939-43 STAR, FRANCE, GERMANY, DEFENCE MEDAL  
 Educational and Vocational Training Courses and Results NIL

## DESCRIPTION

Date of Birth 30.11.23 Height 67½"  
 Marked and Score NIL  
 Specimen Signature of Airman [Signature]

of LONG N. J.  
 (Block Letters)

The above-named airman served in the R.A.F.V.R.  
 on full-time service.

From 13-7-42 to 15-8-46

(Last day of service to which before leaving for release and release issue).

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:—

a very keen, conscientious airman with good administrative and organising ability. No special aptitudes, but should do well in any administrative or clerical post in civil life.  
 Character and general conduct very good.  
 [Signature]  
 Date 15.3.46 Signature of Officer Commanding  
FLIGHT LIEUTENANT

If there has been any change of name, or other circumstances, please inform the nearest office of the Royal Air Force.

*Notes on—*

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

*R.A.F. Character during Service:*

V.B. 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 bomber, 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 REMOBILISATION

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

## TRAVEL WARRANT

Charges payable by Air Ministry (70s) 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 recognized 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 1581936

Surname LONG

(Block Letter)

Initials M. J.

Stamp of  
 Dispatch  
 Centre

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

When completed the form should be sent to the Air Officer i/o 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.

11. Have you been prescribed for the above or other ailments of any kind where any state nature of condition and name of

17. Have you been treated for the above or a similar condition?  
other complaint? If so, please Release? If so, 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) .....

the patient's records can give you the required information. With also by 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.	

## 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. 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 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 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 .....
--

## NOTIFICATION OF CHANGE OF ADDRESS AFTER RELEASE

Rank W/O Number 1551956Initials DLK Surname LONG

(IN BLOCK LETTERS)

I have to inform you that I have changed my permanent address which now is:-

Insert  
Full  
Postal  
Address  
in  
Block  
Capital

(Post Town)

(County)

Date \_\_\_\_\_ Signature \_\_\_\_\_

For use in connection with the Service.

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 get in touch with the Medical Officer of the nearest service hospital.



## RECEIPTS FOR ENCASHMENT OF POSTAL DRAFTS

Notes to AIRMAN

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



*Official*

Postal Signature of Airman.

ON HIS MAJESTY'S SERVICE



Air Officer i/c Records,

K. Division,

Royal Air Force,

Gloucester.

AIR MINISTRY

Medical Service hospitals where the treatment required can be given. If you are in doubt as to the location of the



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

Air Officer's Records,  
 Royal Air Force,  
 GLOUCESTER.