

R.A.F. Form 2520A

AIRMAN

070171



MS9

ROYAL AIR FORCE
SERVICE AND RELEASE BOOK

Rank LAC

Service Number 1444020

Surname BURR

Initials G.J.

Class of Release A

Age and Service Group No. 28

61-9538

ON HIS MAJESTY'S SERVICE



The Senior Accountant Officer,

No. 101 Dispersal Centre,

Royal Air Force.

KIRKHAM (Post Town)

LANCS (County)

AIR MINISTRY

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

Note to Airman

Final payment will be made to the address which you gave at the time of your release. If, however, you change this address before you receive final payment, you should complete this card and send it to the Disposal Centre from which you were released, about one week before the dates indicated in the Notes on Pay and Emoluments for which see Form 2520/25.

Airman's No. 644/949 Surname BUSBDate as shown on Form 2520/25, (Block Letters)Initials B. 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)

Signature of airman

Date _____

CONDITIONS OF RELEASE AND AUTHORISATION

Under the provisions of the Armed Forces (Conditions of Service) Act, 1938, 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 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 A.O. (K Division), Gloucester, enclosing a medical certificate.

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 (to 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 Dispersal 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 (to 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 issuable 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 Dispersal Centre.

RELEASE AUTHORISATION

PART I

To be completed in Unit except when marked**.

Rank LAC. Number 1444989
 Initials A.J. Surname BUBB
 (Block Letters)

To be completed
at the Dispersal
Centre

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

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

From

To

28/6/418.1.46 ..(Date of departure from
Dispersal Centre)He is granted 56 days' leave on release commencing the
day following the date of departure from the Dispersal Centre

RELEASE AUTHORISATION

(continued)

PART II

Instructions to Class B releases to report for Employment

You have been released to take up employment

Delete _____
 or _____
 of _____
 those _____
 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 _____ ..

ML9
Week 30 ..
for A.O. i/c Records

Dispersal Centre Stamp.

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

(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 2520/20) 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 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 man/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

NOTES ON PAY AND EMOLUMENTS
(continued)

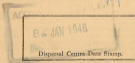
the Director of Accounts, Whittington Road, Worcester, after the books have been dated for that week. *Orders and directions are required to ensure, irrespective of whether the official notice has been received, that papers return the books at the time stated.*

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

(continued)

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:—

G

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 airmen 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 BUBB

(Block Letters)

Christian Name(s) GEORGE JOSEPHService No. 1444900Signature of Airman [Signature]Stamp of
Paying
Post Office.

Please read overleaf.

Receipt to be signed if and when the Order is cashed. I hereby acknowledge receipt of the sum of £/- (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 2000/12

CLEARANCE CERTIFICATE

To be completed at Unit except where marked **

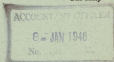
Rank LAC. Number 1444989

Initials G. J. Surname BURS.
(Block Letters)

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

M.9

Disposal Centre **
Date Stamp



TO BE COMPLETED FOR ALL PERSONNEL

ROYAL AIR FORCE
CERTIFICATE OF SERVICE AND RELEASE

SERVICE PARTICULARS

Service Number } 1444989 Rank LAC

Air Crew Category and/or R.A.F. trade Instrument Pilot II

Air Crew Badges awarded (if any) NIL

Overseas Service NIL

R.A.F. Character VG (see notes on back of certificate on opposite page)

Proficiency A Sat (" ")

" B - (" ")

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

Educational and Vocational Training Courses and Results NIL

DESCRIPTION

Date of Birth 20.12.1911 Height 5' 6 1/2"

Marks and Scars _____

Specimen Signature of Airman G. J. Bubb

of G. J. BUBB.
(Block Letters)

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

from 28/6/41 to 6.1.46
(Last day of service is used 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:-

This airman has always shown the utmost proficiency in his work, is willing & conscientious. **M.9**

Date 7.1.46

G. H. Page
Signature of Officer Commanding
Flying Officer **CR**

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.

CLAIM FOR DISABILITY PENSION—AIRMAN

1. Surname BUBB 2. Service No. 1477939
(BLOCK LETTERS)
3. Christian Names George Joseph
4. Rank LAC. 5. Unit/Group SP14584V/5.
6. Date of Release _____
7. Have you served in the Armed Forces before the present War and been discharged?
("Yes" or "No") NO If "Yes" give particulars below:—

Former Regt. Corps or Ship, etc.	Army or Official Number	Date of Discharge	Cause of Discharge	Particulars of Pension (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:—
Full Christian Names (and surname where different from your own) and dates of birth
1. _____ Date of birth _____
2. _____ Date 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)

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. 1(c) Records, K Division, Gloucester.

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 been treated 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.	

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) _____

WILL.

This is the last will and testament of

Dated this day of 19.....

Signed by the above named

as his last will and in the presence of
us both being present at the same
time, who in his presence and in the
presence of each other have hereunto
subscribed our names as witnesses.

.....
(Airman making Will
to sign here.)

Name

Address

Name

Address

} *Witnesses.*

SICKNESS WHILST ON LEAVE.

If when on leave or pass you are a contact of an infectious disease, you will notify your C.O. forthwith, and send a medical certificate showing the date of last exposure to infection.

An individual on leave or pass, who requires medical aid, must if practicable, report to the nearest Naval, Military or Air Force Hospital or Sick Quarters, or other establishment where a Service Medical Officer is employed, or a Civil Hospital included under the Ministry of Health Emergency Scheme. If you should reside more than 2 miles from a Service Medical Establishment, and are unable, owing to your condition, to visit an Emergency Medical Service Hospital, although this may be within 2 miles, application may be made to a Civilian Medical Practitioner, to whom you will show this form; fees will then be allowed in accordance with the following scale.

VISIT, MEDICINE AND CERTIFICATES.

	Visit to Surgery	At Patient's Residence.	
		If not more than 2 miles away	Greater Distances.
Day	s. d. 3 0	s. d. 4 6	For each additional mile or part of a mile (in one direction only) night or day 6d. with a limit of £1 a visit.
Night 22.00 to 07.00	6 0	

2. The "Distance Fee" is payable in one direction only and in respect only of the first case visited when more than one patient is attended in the neighbourhood on the same occasion. The fee shown in the third column will be allowable for each patient after the first, subject to the maximum limit of £1 17s. 6d. a day for all services.

You will report the employment of a Civilian Medical Practitioner at once to your C.O. enclosing the Practitioner's certificate. Claims for medical attendance will be submitted by the Medical Practitioner on form 1667 to your C.O.

4. In all cases where a Civilian Medical Practitioner does not certify that you are unfit to travel, you should return to your unit on the expiry of your leave, or report to the nearest Service Hospital.

5. The Civilian Medical Practitioner should in all certificates state whether or not the individual is fit to travel.

6. If you are unfit on account of sickness, to return to your unit, and are receiving treatment from a Service Medical Establishment, the C.O. of such Establishment will immediately communicate the fact to the C.O. of your unit.

You are warned that you are liable to make good the extra expense incurred by engaging the services of a Civilian Medical Practitioner at a distance from your residence, without reasonable cause.

NOTIFICATION OF CHANGE OF ADDRESS AFTER RELEASE

LAC

Rank *1499939* Number *1499939*

Initials *G.S.* Surname *BURB*
(IN BLOCK LETTERS)

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

Insert
Full
Postal
Address
in
Block
Copies

	(Post Town)
	(County)

Date _____ Signature _____

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 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.

epubb

Usual Signature of Airman.

ON HIS MAJESTY'S SERVICE

Air Officer i/c Records,

K. Division,

Royal Air Force,

Gloucester.

AIR MINISTRY



(c) Date of marriage.....

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.