

R.A.F. Form 2520A

AIRMAN



224731

**ROYAL AIR FORCE**  
**SERVICE AND RELEASE BOOK**

Rank ..... SGT .....

Service Number..... 1893553 .....

Surname..... ANSELL .....

Initials..... H.T. ....

Class of Release..... A .....

Age and Service Group No..... 53 .....

ON HIS MAJESTY'S SERVICE



The Senior Accountant Officer,

No. 101 Dispersal Centre,

NIRKHAM Royal Air Force,

(WARTON) (Post Town)

LANCS (County)

AIR MINISTRY

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# 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 the 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 2626/26.

Airmen's No. 1293553 Surname ANSELL  
(Block Letters)

Date released on Form 2626/26.

20 MAR 1947

Initials H.T.

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, 1939, YOU ARE HEREBY RELEASED FROM AIR FORCE SERVICE, or if a member of the Auxiliary Air Force, released from the obligations to which you are subject by reason of embodiment.

This release is subject to and on the following conditions:—

1. You are relegated to a Reserve of the Royal Air Force unless you are a member of the A.A.F. in which case you remain in the A.A.F.
2. You have not by this release been discharged from the Service. You remain liable to recall to Air Force Service until the Emergency is declared ended by Order in Council, when you will be discharged unless you are on an engagement extending beyond that date.
3. If you are recalled by Special Notice full instructions will be given you as to where and when you are to report. If any general notice or proclamation is issued revoking releases or recalling the reserve to which you belong, you must immediately follow the Remobilisation Instructions in this Book.
4. You must notify Air Officer in 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. in Charge (K Division), Gloucester, enclosing a medical certificate.

## RELEASE AUTHORISATION

## PART I

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

Rank SGT Number 1893SS3  
 Initials H.T. Surname ANSELL  
 (Black Letter)

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 A of the  
 Reserve.  
 The effective date of release (i.e. last day of  
 service) is

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

From

To

12.4.4320.3.67(Date of departure from  
Disposal Centre)

He is granted 56 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 report for Employment

You have been released to take up employment

of one  
 (Industry Group Letters;  
 Occupational Classification Number.....)  
 Delete and are to report within seven days from your  
 one departure from this Disposal Centre to the  
 following Employment Exchange  
 of \_\_\_\_\_  
 OR  
 these \_\_\_\_\_  
 with Messrs. \_\_\_\_\_  
 of \_\_\_\_\_ to  
 whom you are to report within seven days from  
 your departure from this 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.P. file Records

Disposal 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 airman/girswoman 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 cashed for that week. *Armen and Airwomen are required to ensure, irrespective of whether the official notice has been received, that payees 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 Dispersal Centre at which release was effected quoting the following particulars:—

- (a) Class of release (A, B, etc.).
- (b) Date as Stamped below.

Accountant Officer  
20 MAR 1947

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 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 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 4s. which will be adjusted later in your account. (If you do not need the money, hand in the money order on reporting or you will be charged the 5s.).

NOTE: This money order and Warrant can only be used after a Public Notice or Proclamation has been issued; they are not valid till then.

**REMOBILISATION STATIONS**

10. If remobilisation or return to duty is ordered by general notice, or proclamation revoking releases or recalling the Reserve of which you are a member, a list of R.A.F. remobilisation stations will be published in the press and by public notice, showing the particular stations under code letters. Your code letter is shown below, and you should report to the station to which the code letter applies.

Your remobilisation station code letter is:—

I.

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 ANSELL

(Block Letters)

Christian Name(s) Henry Thomas

Service No. 1592853

Signature of Airman H. A. Ansell

Stamp of  
Paying  
Post Office.

Stamp of  
Issuing Unit  
and Date.



Please read overleaf.

## CLEARANCE CERTIFICATE

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

Rank SGT. Number 1892553Initials H.T. Surname ANSELL

(Block Letters)

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

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.

Accountant Officer  
20 MAR 1947  
S/S 191 P.D.G.

Disposal Centre \*\*  
Date Stamp

TO BE COMPLETED FOR ALL PERSONNEL



# ROYAL AIR FORCE CERTIFICATE OF SERVICE AND RELEASE

## SERVICE PARTICULARS

Service Number } 189352 Rank Sgt.

Air Crew Category and/or R.A.F. trade F/E - RAMP

Air Crew Badges awarded (if any) F/E

Overseas Service \_\_\_\_\_

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

Proficiency A \_\_\_\_\_ ( " " )

B Super ( " " )

Decorations, Medals, Clasp, Mention in Despatches, Commendations, etc.  
P.F.M. *1944-45 and 1946-47 and 1948-49 and 1950-51 and 1952-53 and 1954-55 and 1956-57 and 1958-59 and 1960-61 and 1962-63 and 1964-65 and 1966-67 and 1968-69 and 1970-71 and 1972-73 and 1974-75 and 1976-77 and 1978-79 and 1980-81 and 1982-83 and 1984-85 and 1986-87 and 1988-89 and 1990-91 and 1992-93 and 1994-95 and 1996-97 and 1998-99 and 2000-01 and 2002-03 and 2004-05 and 2006-07 and 2008-09 and 2010-11 and 2012-13 and 2014-15 and 2016-17 and 2018-19 and 2020-21*

Educational and Vocational Training Courses and Results \_\_\_\_\_

## DESCRIPTION

Date of Birth 27.1.1925 Height 5' 11 1/2"

Marked and Score \_\_\_\_\_

Spotsman Signature of Airman K. H. H. H.

of SGT. ANSELL, H.T., D.F.M.  
(Check Release)

The above-named airman served in the RAMP  
on full-time service,

from 13.4.42 to 17.3.47

(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:—

A Good and efficient  
H.C.O. who has proved  
himself reliable and competent.  
He is keen and intelligent  
and can readily be  
recommended for any  
post in civil life.  
*Spence*

Date 17.3.47 Signature of Officer Commanding

*Notes:—*

*R.A.F. trade*.—For air crew with a 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, messenger, 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 embodied 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 when varied)\*\*

### TRAVEL WARRANT

Charges payable by Air Ministry (F1a) 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:—\*\*

**M.N.**—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 182523

Surname ARSELL

Initials H. T.

Stamp of  
Dispersal  
Centre \*\*

Endorsement 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 (c/o R.A.F. Record Office, Chancery).

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.

your Certificate  
when lost is due to  
could not part with  
to give anyone full

be unauthorized  
on at any time of  
required while in  
ful to an enemy  
in under Official

immediately to

#### 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

*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 SGT. Number 1893553  
 Initials HT Surname ANSELL  
 (Block letters)  
 Date of birth 27.1.25 Sex MALE

*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 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 AIRMEN

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 unauthorized 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. 16 Records, K Division, Gloucester.

Name of Approved Society\* (if any)  
(If a deposit contribution note "D.C.N.")

Name of Branch (if any) of Society

Membership number

\_\_\_\_\_  
(Signature of Member Person)

Date

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

# RECEIPTS FOR ENCASHMENT OF POSTAL DRAFTS

Letter 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.



Official Signature of Airmen.