

R.A.F. Form 2520A

AIRMAN



236286

ROYAL AIR FORCE
SERVICE AND RELEASE BOOK

Rank SERGEANT

Service Number 1876733

Surname POPE

Initials K.M.J.

Class of Release A

Age and Service Group No. 55

51-9945

ON HIS MAJESTY'S SERVICE



The Senior Accountant Officer,

No. 107. Dispersal Centre,

Kirkham Royal Air Force.

Warton (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 date indicated in the Notes on Pay and Benefits for which see Form 2520/25.

Airman's No. 1876723 Service POPE.
(Black letters)

Date <u>116 APR 1947</u>	Initials <u>K.M.J.</u>
Class of Release <u>A.</u>	

I declare 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, 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 you 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.

RELEASE AUTHORISATION

PART I

To be completed in full except when marked**.

Rank Sgt Number 1876733
 Initials KMT Surname POPE
(Block Letters)

Release of the above-named airman is hereby authorised as a Class A release, and he is relegated to Class C-1 of the Reserve.
 The effective date of release (i.e. last day of service) is 11/6/47.

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

From

To

27.9.43 16/4/47
16/4/47
 (Date of departure from Disposal Centre)

(Date of departure from Disposal Centre)

He is granted 36 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 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
 Delete _____
 one _____
 of _____
 there _____
 OR
 with Messrs. _____
 at _____
 when 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 choose commence at any earlier time.

PART III

Date

16/4/47

16/4/47

16/4/47

16/4/47

16/4/47

16/4/47

16/4/47

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16/4/47

16/4/47

16/4/47

16/4/47

16/4/47

for A.O. &c 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 relatives to R.A.F. allowances and allowances comes 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 almsman/airwoman departed from the Dispersal Centre). Instructions will be issued to papers at the last known addresses for them to return the allowance books to

These instructions apply to all members of the R.A.F. who are released from service. They also apply to members of the R.A.F. who are released from service on compassionate grounds. The instructions apply to all members of the R.A.F. who are released from service on compassionate grounds.

NOTES ON PAY AND EMOLUMENTS

1000

the Director of Accounts, Wilmington Road, Worcester, after the books have been cashed for that week. *Assessors and Assessors* 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 release), a form will be sent to payers from the Air Ministry which, on presentation to the Post Office, will enable them to draw allowances and allotments due for the last four weeks in one lump sum. When payment is made in this manner, the allowance books will be returned 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.

TC. If the book is improperly crushed with your omnivore or owing to your negligence, you may be liable to be prosecuted.

3. 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, C~~)
 (b) Date as stamped below.

1678 Assistant Officer
16 APR 1947
Disposal Centre Date Stamp
No. 101 P.D.G.

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 what 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 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—

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 Monthly Card to the alumnus 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 issued must be signed by him.

Surname POPE.
(Block Letters)

Christian Name(s) KENNETH MALCOLM JOHN

Service No. 1876783

Signature of Alumnus Kenneth Pope.

Stamp of
Payee
Post Office.



Please read carefully.

Do not
return
this
form
to
the
Post
Office
if
it
is
not
used
for
the
purpose
for
which
it
was
issued.
It
must
be
handed
in
when
you
report
for
duty.

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 joining.

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 2825/12

CLEARANCE CERTIFICATE

To be completed at Unit except where marked **

Bank SGT Number 1076753
Initials KMJ Surname POPE.
(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.

Accountant Officer

Disposal Centre **
Dun Group

116 APR 1947

101 P.D.C.

TO BE COMPLETED FOR ALL PERSONNEL

ROYAL AIR FORCE CERTIFICATE OF SERVICE AND RELEASE

SERVICE PARTICULARS

Service Number } 187673 Rank SERGEANTAir Crew Category and/or R.A.F. trade F/ENG.Air Crew Badges awarded (if any) F/ENGINEERSOverseas Service NONER.A.F. Character V.G. (see notes on back of certificate on opposite page)Proficiency A Set (" ")" B Set (" ")Decorations, Medals, Clasp, Mention in Despatches, Commemorations, etc. DEFENCE1937-45 - FRANCE & GERMANYEducational and Vocational Training Courses and Results NONE.

DESCRIPTION

Date of Birth 4.9.24 Height 5' 10"Marks and Scars NONESpecimen's Signature of Airman Kenneth H. Pope.of K.H.S. POPE.

(Block Letters)

The above-named airman served in the RAF VR on full-time service.from 27.9.43 to 14/4/47

(Last day of service is until before leaving for release and release date).

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 capable & willing worker who carries out any job given him in a very able manner. He has been very satisfactory at all times.

Date 14.4.47.

Signature of Officer Commanding

Group Captain.

Notes:—

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

R.A.F. Character during Service:

V.G. is the highest character which can be awarded in the Royal Air Force. The character assessment reflects the airman's conduct throughout the whole of his service.

Proficiency:

The trade proficiency headings A and B signify:—

TRADESMEN

- A. Skill in his trade (applicable to airman up to the rank of Corporal inclusive).
- B. Ability as technical Warrant Officer or Non-commissioned officer, i.e., as foreman, manager, foreman or supervisor in his trade.

AIR CREW PERSONNEL

- A. Proficiency as pilot, navigator, air 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	
Sub.	for satisfactory	
Med.	for moderate	
Inf.	for inferior	

The date to be inserted as the date of commencement of service is the date on which the airman reported for service, was called up from deferred service, called out or embarked as applicable.

R.A.F. Form 2524/14

To be detached only by Booking Clerk and exchanged for Ticket.
RECALL TO SERVICE OF AN AIRMAN ON DEMOBILISATION
(To be completed in Civil except where marked**)

TRAVEL WARRANT

Charges payable by Air Ministry (F34)

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

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 1576723

Stamp of
Dispersal
Centre ..

Surname

POPE

(Check Letters)

Initials

KMF

Enclosure or Ticket issued, to be filed in by Railway/Shipping Co.

other complaint after 14 days of the date of departure. If no state notice of complaint and leave not address of doctor or hospital with first and last date of attendance.

CLAIM FOR DISABILITY PENSION—AIRMAN

1. Surname POPE 2. Service No. 1876733
(BLOCK LETTERS)
3. Christian Names Kenneth Malcolm John
4. Rank T/SGT 5. Unit/Group 21
6. Date of Release _____
7. Have you served in the Armed Forces before the present War and been discharged?
("Yes" or "No") _____ If "Yes" give particulars below:—

Former Regt. Corps or Ship, etc.	Army or Official Number	Date of Discharge	Cause of Discharge	Particulars of Pen- sion (if any) for disablement or service

8. Give particulars of your wife and children now under 16 years of age for whom you received family allowances at any time during service:—

(a) Wife—full Christian Names _____
and name before marriage.

(b) Wife's present address _____

(c) Date of marriage _____

(d) CHILDREN:—
Full Christian Names (and sur-
name 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)

advise at the nearest military or R.A.F. hospital where any message, 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 2520/15
MPB 281
(continued)

CLAIM FOR DISABILITY PENSION—AIRMAN

(continued)

12. IF YOU CLAIM SOLELY IN RESPECT OF A WOUND OR INJURY, YOU NEED NOT ANSWER ANY OF THE FOLLOWING QUESTIONS—but this claim form must be signed and dated.

QUESTION	ANSWER
13. (a) When did you first suffer from the disability ? (b) If before your war service when did you first notice the effects of war service on it ?	(a) (b)
14. State what particular incidents or conditions of service you consider caused or worsened the disability.
15. (a) In which Unit were you then serving ? (b) Where were you stationed ? (c) What was the precise nature of your duties at the time ?	(a) (b) (c)
16. If you suffered from the disability before joining the Forces, give the name and address of any doctor, hospital, etc., from whom you received treatment. Give approximate dates.
17. Have you been treated for the nature of any other complaint since 1914-18? 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)

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.

CLAIM FOR DISABILITY PENSION—AIRMAN
(continued)
R.A.F. Form 5520/13
MPB 281

R.A.F. Form 3520/13
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 1876433
Initials K17J. Surname POPE.
(Block letters)
Date of birth 4.9.24 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 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.

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

My present address is _____

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

If so, when? _____

(Continued overleaf)

FOR ALL ARMEN

Take the utmost care of this book which contains your Certificate of Service. The Certificate cannot be replaced when lost is due to any action or negligence on your part. You should not part with your Certificate of Service, but if you desire to give anyone full particulars of your service, make a copy.

WARNING.—You are reminded that the unauthorised communication by you to any person at any time of any information you may have acquired while in H.M. Service which might be useful to an enemy renders you liable to prosecution under Official Secrets Acts 1911 and 1920.

In case of death, next-of-kin are requested immediately to inform A.O. 1/6 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 is to be given the required information, and he will also be a good person to advise as to the nearest military or R.A.F. 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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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.

James H. T. [Signature]
 Used Signature of Airmen.

In-patient treatment would normally be given at the nearest service or civil Emergency Medical Scheme hospital where the treatment required could be given. If you are in doubt as to the location of the nearest suitable hospital the Hospital Officer for the district in which you are

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 will give you the required information, and he will also be in a position to

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

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