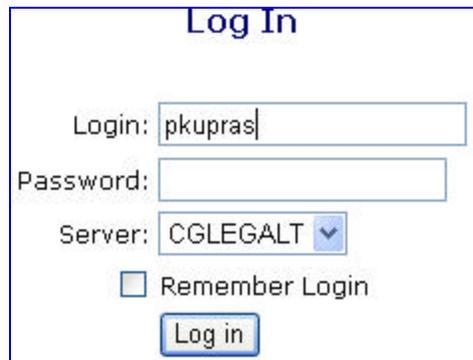


# INSTRUCTIONS FOR VIEWING PDES MATTERS FOR THE CLIENT, CLINIC OR COMMAND

The PDES database has a web tool that allows a member, command or clinic to view the ongoing status of cases. CGPC adm-1 will create a user ID for all users allow access to the web tool. This tool is secure so only cases pertaining to the member, command or clinic can be viewed with the user ID. The following describes how to log in:

1. Open an internet explorer window. Go to the web address [www.uscglegal.us/default4.asp](http://www.uscglegal.us/default4.asp). The login screen will appear.
2. Log in using the username and password provided by the CGPC adm-1.



Log In

Login: pkupras

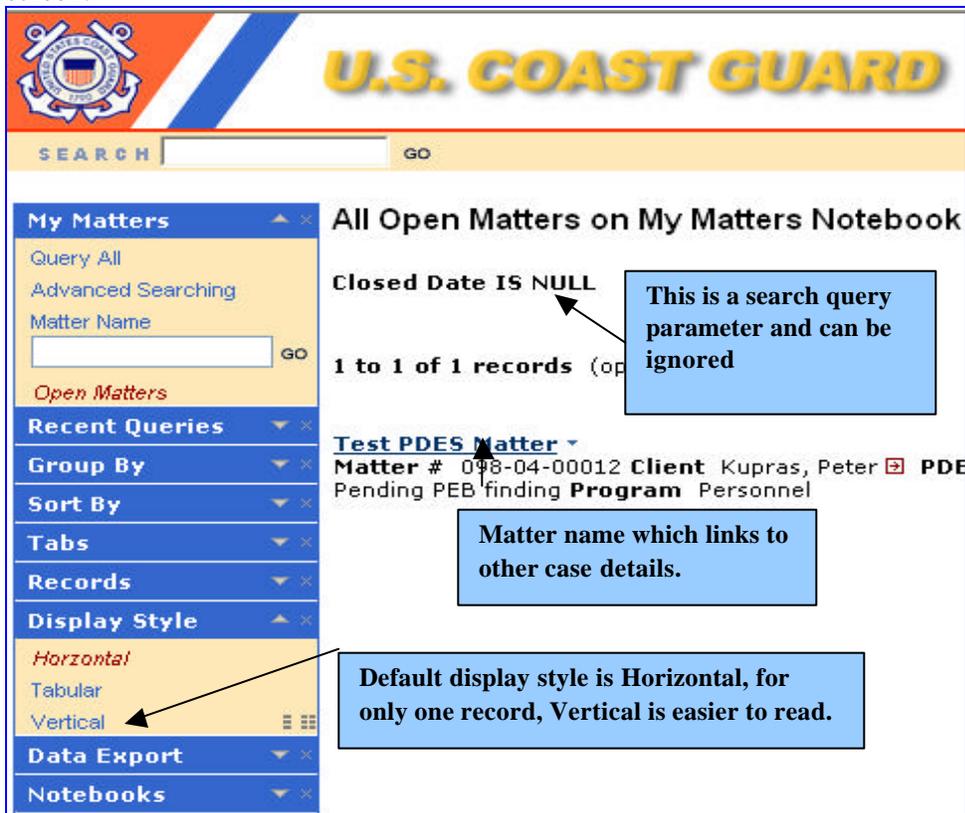
Password:

Server: CGLEGALT

Remember Login

Log in

3. The Law Manager matter notebook will appear on the screen. The default view will show the main information on the matter. On the left side of the screen are options for searching and formatting the screen.



U.S. COAST GUARD

SEARCH GO

My Matters

Query All

Advanced Searching

Matter Name

GO

Open Matters

Recent Queries

Group By

Sort By

Tabs

Records

Display Style

Horizontal

Tabular

Vertical

Data Export

Notebooks

All Open Matters on My Matters Notebook

Closed Date IS NULL

1 to 1 of 1 records (op

This is a search query parameter and can be ignored

Test PDES Matter

Matter # 098-04-00012 Client Kupras, Peter PDE

Pending PEB finding Program Personnel

Matter name which links to other case details.

Default display style is Horizontal, for only one record, Vertical is easier to read.

4. Clicking on the Matter Name will change the display to vertical and show the tab pages. Clicking on any of the tab pages will display information about the case.

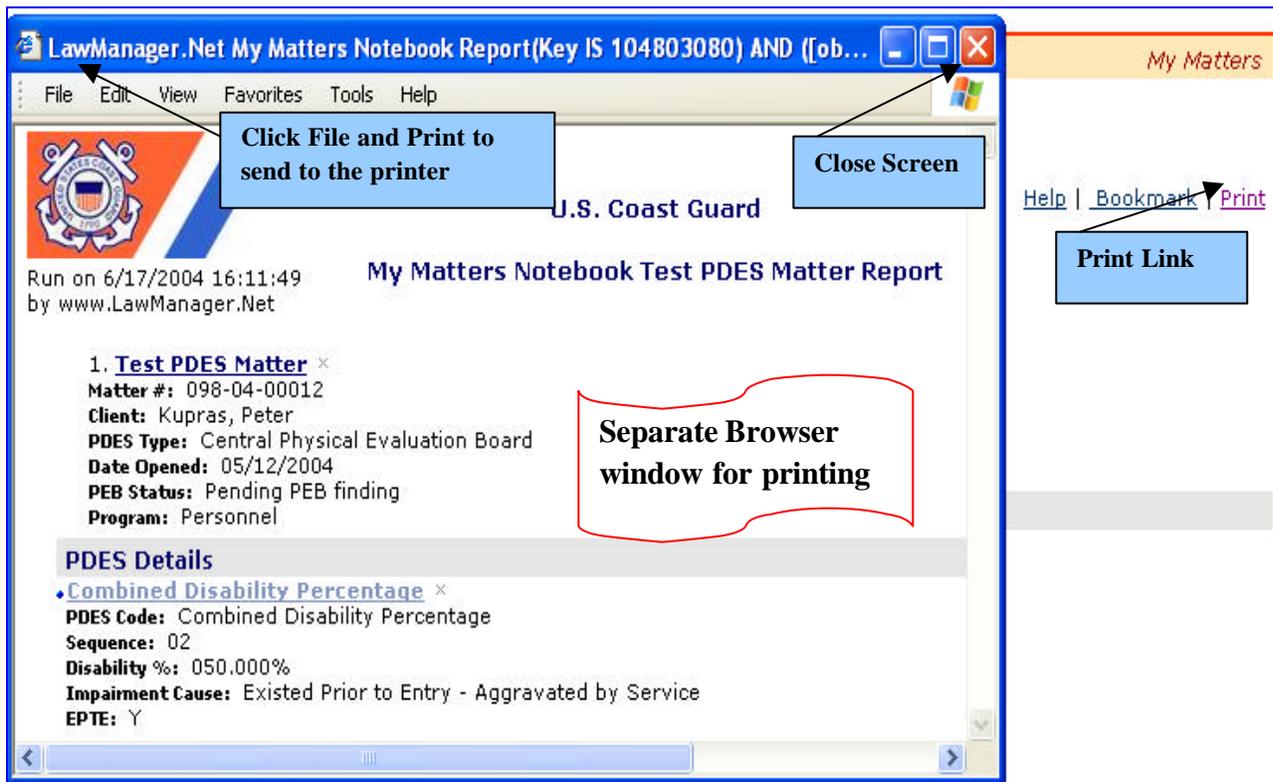
5. The Calendar tab page will show a chronology of what has occurred and what is due for the case.

Event	Due Date	Status	Assigned
• CPEB Findings Accepted	05/14/2004	Overdue	Nordstrom, Lisa
• Memo Due	05/31/2004		Nordstrom, Lisa
• Addendum/DMB Ordered	06/25/2004		Nordstrom, Lisa

6. The PDES Details tab page will display detailed information regarding the actual disability findings for the matter, if applicable.

• Combined Disability Percentage	Code: Combined Disability Percentage
	Analogous Code: 123456
	Sequence: 05
	Disability %: 025.000%
	Impairment Cause: Existed Prior to Entry - Not Aggravated
	EPT: N
	Condition Waived: Y
	Combat Related: N

7. There are two different ways to print the Law Manager web tool. To merely print what is on the screen, select print link from the upper right corner of the screen. This will bring up a separate browser window with the data to be printed on the screen. The case can now be printed by clicking on File and Print. To close the separate browser, simply click on the X in the upper right corner.



8. This method of printing will only print what is displayed on the screen. To print out both tab pages on the same screen a report must be used. Click on the Reports like on the top right corner of the screen.



9. This will bring up the report dialog box. Clicking on the Select Tabs link will show the tab pages to pick from. As each tab page is selected, a Column Layout section will appear. In this view, you can select tabular or horizontal (detail) view along with the number of records to appear on the page. Click on the HTML Report button to open a separate browser containing the report. Just as above, clicking on File and Print will send the report to the printer. Closing this window can be done by clicking on the X in the upper right corner of the screen.

**Create Report**

**Report Title**

Firm Name: U.S. Coast Guard  
Title: My Matters Report  
Disclaimer:

Include Search Criteria in Title  
 Include Sort Columns in Title

**Report title can be customized.**

**Main Section Column Layout and Selection**

**Select Tabs**

Calendar  PDES Details

**Select which tabs are to be printed.**

**Calendar Column Layout and Selection**

Columns Layout:  Horizontal  Tabular  Vertical  
Columns:  Choose Columns  Default  All  
Number of records: [dropdown]  Retrieve all  
Sort By: [dropdown] Asc

**This section will format the tab page. Vertical is the easiest to read.**

**PDES Details Column Layout and Selection**

Columns Layout:  Horizontal  Tabular  Vertical  
Columns:  Choose Columns  Default  All  
Number of records: 5 records a page  Retrieve all  
Sort By: [dropdown] Asc

**Click here to have the report opened in a separate browser. From there it can be printed.**

**HTML Report** **Close**

## GLOSSARY OF PDES TERMS AND ACRONYMS

<b>CPEB</b>	-	Central Physical Evaluation Board
<b>FPEB</b>	-	Formal Physical Evaluation Board
<b>TDRL</b>	-	Temporary Disability Retirement List
<b>PRC</b>	-	Physical Review Council
<b>IMB</b>	-	Initial Medical Board
<b>DMB</b>	-	Disposition Medical Board
<b>PEB</b>	-	Physical Evaluation Board
<b>FAA</b>	-	Final Approving Authority
<b>NFFD</b>	-	Not Fit For Duty
<b>PDES</b>	-	Physical Disability Evaluation System
<b>Matter</b>	-	Member's specific case information
<b>Matter#</b>	-	Number automatically assigned by Law Manager to member's specific case.
<b>Client</b>	-	PDES member name
<b>Latest Action</b>	-	Most Recently Recorded event in Member's case.

On the PDES DETAILS Tab page, the fields are:

**Code:** This block indicates which type of medical condition a person has been diagnosed with.

**Analogous Code:** a disability code that is created to match, as closely as possible, an existing code in the VA's schedule for rating disabilities

**Sequence:** a person with multiple disabilities will have the applicable disability codes listed in sequence, with the most severe or primary reason of disability - listed first

**Disability %:** the % of disability for a particular ailment, awarded by the CG, in accordance with public law. For a single disability, the % of disability reflects the % of a whole person's 100% able state, which becomes disabled. For multiple disabilities, the % of 100% whole is taken for the first disability, with subsequent disabilities based on the % of remaining ablebodiedness.

**Impairment Cause:** the reason, which caused a member's disability.

**EPTE:** disability "existed prior to enlistment".

**Condition Waived:** The disability was initially waived (meaning, the member's condition was noted by CG medical authority, but allowed the member to continue on in the CG, despite of their condition).

**Combat Related:** The disability was due to direct, armed conflict, conditions simulating armed conflict, hazardous service, or an instrumentality of war, as defined by law.