



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON TN 38055-0000

BUPERSINST 5450.46D
BUPERS-1 MMP
2 Apr 2026

BUPERS INSTRUCTION 5450.46D

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF THE NAVAL CONSOLIDATED BRIG
CHARLESTON, SC

Ref: (a) OPNAVINST 5400.44B
(b) OPNAVINST 5450.357
(c) SECNAVINST 1640.9D
(d) SECNAV M-1640.1
(e) NAVSUP P-724
(f) BUPERSINST 1640.18N
(g) BUPERSINST 1640.21D
(h) BUPERSINST 1640.25B
(i) BUPERSINST 1640.26A
(j) BUPERSINST 1640.30B
(k) BUPERSINST 1640.31
(l) BUPERSINST 1640.32
(m) American Correctional Association (ACA) Standards
(n) Prison Rape Elimination Act (PREA) Standards

Encl: (1) Functions and Tasks of the Naval Consolidated Brig Charleston, SC

1. Purpose. To publish the updated mission, functions, and tasks (MFT) of the Naval Consolidated Brig (NAVCONBRIG) Charleston, SC under the mission established by references (a) and (b). Major revisions include recognizing NAVCONBRIG Charleston Detachment (DET) Chesapeake as a detachment under NAVCONBRIG Charleston due to realignment and expands on the functions and tasks on both NAVCONBRIG Charleston and NAVCONBRIG Charleston DET Chesapeake. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.46C.

3. Mission. To ensure good order, discipline, safety, and security of pretrial and post-trial prisoners; to retain and restore the maximum number of prisoners to honorable service; and to prepare prisoners for return to civilian life as productive citizens.

4. Status and Command Relationships. NAVCONBRIG Charleston is a naval shore activity in an active, fully operational status under a commanding officer. NAVCONBRIG Charleston

reports to Commander, Navy Personnel Command (NAVPERSCOM) via the Director, Navy Personnel Command, Corrections and Programs Office (PERS-00D).

a. Command: NAVCONBRIG Charleston SC, unit identification code (UIC) 45610, echelon 4.

b. Echelon

- (1) Chief of Naval Operations
- (2) Chief of Naval Personnel
- (3) Commander, Navy Personnel Command
- (4) Commanding Officer, NAVCONBRIG Charleston

c. Area Coordination

- (1) Commander, Navy Region Southeast
- (2) Commander, Mid-Atlantic Region
- (3) Commander, Joint Base (JB) Charleston
- (4) Comptroller, Bureau of Naval Personnel
- (5) Commanding Officer, Naval Support Activity Hampton Roads

5. Supported Detachment. NAVCONBRIG Charleston DET Chesapeake, UIC 38305.

6. OPNAV Resource Sponsor

a. Operations and Maintenance, Navy (OMN) funds are provided by the Bureau of Naval Personnel (BUPERS). Reimbursable funds are provided by the U.S. Air Force and U.S. Coast Guard per memorandum of agreements (MOA) and by the U.S. Coast Guard per interagency agreements (IAA).

b. Funding is used to support approximately 35 civilian personnel, contract support, prisoner escort and mission travel, physical security systems, and mission support.

7. Supporting Relationships

a. PERS-00D is responsible for and supports Navy offender management programs and all Navy military correctional facilities (MCF).

b. Head, Corrections Section (MICICOM G3), Installations and Logistics, U.S. Marine Corps Headquarters provides support to NAVCONBRIG Charleston utilizing an MOA with PERS-00D by providing MOA specified Marine Corps staff for service support and confinement services.

c. Confinement and Corrections Directorate, Air Force Security Forces Center, U.S. Air Force supports NAVCONBRIG Charleston utilizing an MOA with PERS-00D by providing MOA specified Air Force staff for service support and confinement services.

d. Army Corrections Command supports NAVCONBRIG Charleston utilizing an MOA with PERS-00D by providing MOA specified Army staff for service support and confinement services.

e. Commanding Officer, Naval Support Activity Charleston supports NAVCONBRIG Charleston utilizing an installation support agreement for JB Charleston for support including facilities maintenance, security, housing, transitional assistance, library services, and emergency operations.

f. Commanding Officer, Naval Health Clinic Charleston supports NAVCONBRIG Charleston utilizing an MOA in support of medical and clinical services for prisoners.

g. Commanding Officer, Naval Medical Center Portsmouth supports NAVCONBRIG Charleston utilizing an MOA supporting medical and clinical services for prisoners confined at NAVCONBRIG Charleston DET Chesapeake VA.

h. Commanding Officer, Naval Support Activity Hampton Roads, Northwest Annex supports NAVCONBRIG Charleston DET Chesapeake utilizing an MOA for military correctional facility support including facilities maintenance, security, housing, and galley services.


8. Action. NAVCONBRIG Charleston will execute the assigned MFTs.

9. Records Management. Records created as a result of this instruction, regardless of media or format, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVCONBRIG Charleston will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 review of instruction. This instruction will be in effect for 10 years,

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unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



K. M. KENNEDY

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

**FUNCTIONS AND TASKS
OF THE
NAVAL CONSOLIDATED BRIG CHARLESTON, SC**

Functions. Operates as a Department of Defense (DoD) Level II Navy military correctional facility (MCF) for DoD male prisoners only. Per references (c) through (n), provides the required support and resources to administer to NAVCONBRIG Charleston Detachment (DET) Chesapeake VA, which is a DoD Level I Navy MCF for male and female prisoners.

Tasks. Implements assigned functions and tasks below as required for a Level II MCF.

1. Provides MCF Security Operations and Control

a. Provides a safe, secure, and humane environment for prisoners and staff.

(1) Provides security, custody, control, emergency planning, and response.

(a) Executes daily security operations to include watch post assignments, shift scheduling, qualification training, and watch section management.

(b) Updates and revises local policy and procedures (as required).

(c) Conducts security alerts, emergency response team events, including cell extractions, utilizing the compliance team with the least amount of force necessary.

(d) Provides perimeter patrol and supervises movement of prisoners.

(2) Maintains and updates security-related equipment and perimeter controls to include cameras, duress systems, doors, interlocks, and gates.

(3) Convenes required command-level boards to review, adjudicate, and classify prisoners (as required).

(4) Controls access for both visitors and staff.

(a) Conducts National Crime Information Center (NCIC) criminal history background checks for staff (civilian and military), prisoners, contractors, volunteers, and visitors.

(b) Coordinates with base security to allow visitors access to the base/installation to visit prisoners at the military correctional facility.

(c) Creates staff access badges for permanent personnel assigned to the MCF.

(d) Assists NAVCONBRIG Charleston DET Chesapeake and Naval Air Station Jacksonville Pretrial Confinement Facility in conducting criminal history background checks (as required).

(5) Maintains accountability and reporting of key control and tool control programs.

(6) Maintains self-defense and personal safety capability.

(a) Maintains an armory with adequate supplies to support anti-terrorism force protection (ATFP) requirements.

(b) Ensures adequate support and equipment for unarmed and armed prisoner ground and air escort team missions and response in the event of riot, disorder, or escape.

(c) Ensures adequate staffing, support, equipment, and training in the event of an emergency, riot, disorder, or escape.

(d) Conducts weapons handling and unarmed self-defense training.

(7) Executes command-level administrative investigations and reviews.

(a) Conducts formal inquiries and administrative investigations into staff, including volunteers and contractors, and prisoner misconduct.

(b) Coordinates and maintains chain-of-custody of evidence pertaining to administrative and criminal investigations.

(c) Reviews prisoner complaints and allegations and liaise with external authorities (as required).

(d) Conducts master-at-arms functions.

(e) Conducts self-defense training.

b. Conducts prisoner transport team (PTT) missions.

(1) Conducts armed and unarmed ground and air prisoner escort missions, encompassing both Continental United States and Outside the Continental United States.

(2) Performs as the PTT Program Model Manager for the Navy Corrections Enterprise.

(a) Creates and recommends policy and training for the Navy Corrections Enterprise.

(b) Issues and manages military armed escort team and advanced prisoner escort team badges and credentials for the Navy Corrections System and applicable offender management programs.

(3) Provides prisoner escort services for post-trial prisoners transferring within the Navy Corrections System and supervised release violators to a designated place of confinement.

(4) Provides prisoner escort services for post-trial prisoners to and from required appointments.

(5) Provides support to NAVCONBRIG Charleston DET Chesapeake in conducting prisoner escort missions (as required).

(6) Facilitates prisoner escort training to commands across the DoD Enterprise (as requested) for the geographic area.

(7) Conducts quarterly sustainment and weapons handling training on live fire ranges.

c. Maintains national accreditation standards issued by the ACA and Department of Justice (DOJ).

d. Maintains DOJ standards in compliance with the Prison Rape Elimination Act (PREA). Performs as model manager for PREA national standards across the Navy Corrections Enterprise. Creates and recommends PREA policy and training for the Navy Corrections Enterprise.

e. Maintains the highest level of readiness within security operations.

(1) Plans, conducts, evaluates, and documents drills for all emergency bills utilizing real-world scenarios as part of the brig training team and validates emergency response training.

(2) Coordinates with local authorities, regional entities, and other key agencies on drills to ensure readiness (as required).

(3) Provides support for military criminal investigation organizations in the event of a criminal investigation.

(4) Conducts area searches, prisoner searches, and implement random access measures to control the introduction of contraband.

2. Coordinates Prisoner Housing and Sentence Computation from Receiving to Release.

Functions and tasks are executed in compliance with the following mandating policies:

a. Processes prisoner intakes.

(1) Analyzes DoD confinement documents to assign initial classification of prisoners.

(2) Provides secure storage of prisoner's personal property.

(3) Verifies proper documentation provided at time of local confinement to ensure legal basis for confinement.

(4) Prepares required information for Deoxyribonucleic Acid (DNA) sampling and submission into required Combined DNA Index System.

b. Administers prisoner housing units.

(1) Maintains a special quarters housing unit for prisoners in categories of administrative and disciplinary segregation statuses, including maximum security and other prisoners not cleared for the general population.

(2) Maintains general population housing units as required by rated capacity to house and manage prisoners not requiring segregation.

(3) Maintains direct supervision of prisoners when housing units are occupied.

(4) Manages classification system of prisoners to provide guidance for supervision of individual prisoners and establish security measures consistent with individual requirements.

(a) Conducts daily boards to review prisoner classification.

(b) Conducts victim impact groups.

c. Performs calculation of time earned from adjudicated sentence.

(1) Calculates, reviews and verifies prisoner's earned time, good conduct time, and abatement time.

(a) Performs calculation of abatement time earned using work, treatment programs, and special acts as inputs into the calculation.

(b) Reviews good conduct time calculation in the event of disciplinary action.

(c) Submits periodically written reports on prisoner work and education performance.

(2) Performs initial calculation of post-trial sentence upon initial confinement.

(a) Performs good conduct time calculations for post-trial prisoner sentences.

(b) Verifies that post-trial sentence falls under the parameters of the pre-trial agreement (if applicable).

(3) Conducts Sentence Computation Review Board to validate calculation accuracy with any change in a prisoner's sentence.

d. Coordinates, reviews, and approves prisoner visitation.

e. Coordinates prisoner release processing.

(1) Validates prisoner release date.

(2) Performs notifications to victims or witnesses identified by court-martial documents of impending release. Performs notifications to victims or witnesses identified by court-martial documents of impending release for prisoners being released by NAVCONBRIG Charleston and the DET Chesapeake.

(3) Executes required notifications for prisoners convicted of sex offenses.

(4) Coordinates pre-release actions for prisoners returning to active duty.

(5) Verifies correct charges and court-martial and any detainers with the NCIC.

f. Administers Prisoner Recreation Program. Provides physical and non-physical recreation activities for both individuals and groups.

g. Administers Incentive Program. Analyzes prisoner conduct and performance reports. Manage incentives based on conduct and performance.

3. Responsible for providing DoD Level II MCF Program Requirements for Correctional and Rehabilitation Programs.

a. Provides re-entry and rehabilitation resources. Conducts a program in support of transition to civilian life.

(1) Coordinates required personnel to allow transition services for prisoners at NAVCONBRIG Charleston and DET Chesapeake.

(2) Provides prisoners with community resources for the relocating area.

(3) Advises prisoners in preparing for release after confinement.

(4) Develops and maintains centralized location for library functions and computer lab.

(5) Coordinates an outbrief as the culminating event in the transition process.

b. Provides vocational and rehabilitation programs.

(1) Provides a vocational training program relevant to employment opportunities in the civilian sector.

(2) Verifies compliance with standards of the Department of Labor (DOL) and National Center for Construction, Education, and Research (NCCER).

(3) Conducts an audit of vocational programs at least every 3 years.

(4) Maintains a historical account of all active programs and provides annually to PERS-00D.

(5) Maintains a cost accounting system.

(6) Reviews work order request from internal and external customers. Ensures all projects calculate cost avoidance to the government.

c. Provides life skills programs. Provides require self-improvement courses.

d. Provides educational programs.

(1) Provides an educational program with a competency-based curriculum. Provides appropriate materials and classroom resources.

(2) Administers tests to prisoners by state-licensed individuals to determine a prisoner's academic level and educational needs.

(3) Remediates prisoners to high school graduation level of education (if required).

(4) Advises prisoners in the application of veteran education benefits.

4. Responsibilities for Executing Command Fiscal Matters

a. Plans, programs, budgets, and executes multi-Service operational budgets and civilian timekeeping and payroll, including manpower and financial resources across the Future Year Defense Program (FYDP) for NAVCONBRIG Charleston while safeguarding against fraud, waste, and abuse. Provides all budgets to support plans, programs, and activities to PERS-00D, NAVPERSCOM Comptroller (PERS-5), the budget submitting office (BSO), and the DON Office of Budget (FMB) as appropriate.

b. Director, Corrections and Programs Office (PERS-00D) will exercise primary and final responsibility for developing and issuing corrections policy and procedures within the naval service in all matters not endemic to the United States Marine Corps and is responsible for the day-to-day operation of naval confinement facilities and detention facilities.

c. Plans, programs, budgets, and executes multi-Service operational budgets and civilian timekeeping and payroll, including manpower and financial resources across the FYDP for NAVCONBRIG Charleston and DET Chesapeake while safeguarding against fraud, waste, and abuse. Provides all budgets to support plans, programs, and activities to PERS-00D, PERS-5 the BSO, and FMB as appropriate.

- d. Creates, recommends, and implements new and revised financial management concepts, internal controls, methodologies, policies, and strategies in support of the command's programs. Develops and issues resource management policies within the organization, incorporating federal statute, DoD and DON policy, and PERS-00D and PERS-5 directives guidance.
- e. Provides authoritative policy interpretations and functional recommendations relating to the effectiveness of accounting operations as well as budgetary policies and practices.
- f. Establishes policies for execution of funds to avoid statutory violations.
- g. Analyzes and recommends the costs and benefits of alternatives by providing program analysis.
- h. Performs budget reviews at required periodicities.
- i. Prepares, presents, and justifies various budget exhibits to defend budget submission and unfunded items.
- j. Performs Defense Travel System (DTS) administrator responsibilities.
 - (1) Develops, implements, and modifies command travel instructions.
 - (2) Advises staff on proper use of DTS.
 - (3) Reviews and approves travel authorizations.
- k. Certifies contract vendor invoices for payment in wide area workflow.
- l. Reconciles bi-weekly Navy Enterprise Resource Planning (ERP) for labor reports.
 - (1) Reviews and validates the gross pay record (GPR) each pay period.
 - (2) Performs cost transfers in ERP to adjust labor based upon the GPRs.
- m. Utilizes the U.S. Standard General Ledger to maintain accountability of financial records.
- n. Coordinates with PERS-00D when planning, developing, and executing contracts with JB Charleston, Army Corps of Engineers, Naval Information Warfare Center, Naval Facilities Engineering Command, and Naval Supply Systems Command.
- o. Prepares financial summary reports to meet required periodicities. Prepares financial reports providing transparency of fiscal resources, funding status, and execution cost for civilian labor, information technology (IT), mission support, and the security system to PERS-00D, PERS-5, the BSO, DON Chief Information Officer (CIO), and FMB.
- p. Prepares audit packages at required periodicities.

(1) Prepares internal and external audit packages supporting the Financial Improvement and Audit Readiness (FIAR) Program (as required).

(2) Coordinates all financial audits with PERS-5, BUPERS-7, or OPNAV N10 (as appropriate).

q. Develops and maintains internal controls.

(1) Performs the integrated risk assessment throughout the year and submits a summary of assessed risks and controls as part of the Integrated Certification Statement.

(2) Prepares integrated risk assessment and internal control evaluation ensuring internal controls are in place to mitigate identified risks.

(3) Coordinates all internal control audits with PERS-5, BUPERS-7, or OPNAV N10 (as appropriate).

5. Provides Health Services

a. Provides mental health services.

(1) Provides treatment programs for substance abuse, including alcohol and narcotics.

(2) Provides treatment programs for violent offenders.

(3) Provides education related to sex offenses.

(4) Provides psychoeducational services to prisoners on the mental health topics of stress management, anger management, grief, tension intervention, and sleep hygiene.

(5) Provides individual therapy for prisoners to address depression, anger, anxiety, or adjustment disorders.

(6) Conducts mental health screening on arriving prisoners.

(7) Conducts mental health screening to determine suicide risk status.

b. Provides medical services. Provides full range of medical and dental healthcare services provided to include routine, emergency, and preventive care.

(1) Coordinates with Naval Health Clinic Charleston and Naval Medical Center Portsmouth ensuring medical care is unimpeded and timely.

(2) Conducts health screening on arriving prisoners.

(3) Conducts daily medication call.

- (4) Maintains inventory on all medications and medical supplies.
- (5) Trains non-medical staff with basic emergency care for immediate action.
- (6) Responds to emergency situations.

6. Responsible for Executing Maintenance and Providing for the Preservation of the MCF

a. Maintains MCF grounds, buildings, and Class II plant equipment.

- (1) Directs prisoner work parties.
- (2) Evaluates prisoner work parties.
- (3) Provides instruction on tools and mechanics for staff and prisoners for basic maintenance services.

- (4) Maintains MCF locks.
- (5) Maintains telephone system.
- (6) Provides engineering expertise for building design and construction.
- (7) Coordinates utilities.
- (8) Implements zone inspections.
- (9) Accumulates and maintains a tracking system for all trouble calls.

b. Enhances safety and security for staff and prisoners, as well as extends the lifecycle of the MCF by periodically rotating the housing units used to house the prisoner population.

7. Executes Logistical and Galley Operations for the MCF

a. Implements and maintains a system of supply for command and prisoner support.

- (1) Administers command supplies and prisoner supply requests.
- (2) Maintains and audits prisoner funds.
- (3) Coordinates access to health and comfort items for prisoners.
- (4) Maintains accurate and timely requisition and purchase card records.
- (5) Provides postal services to command and prisoners and establishes review and appeals process for rejected contraband.

- (6) Directs laundry operations.
- (7) Directs barbershop operations.
- b. Conducts galley operations for prisoners.
 - (1) Provides food services for prisoners three times per day, 7 days a week.
 - (2) Evaluates prisoner galley workers to ensure culinary training is sufficient to support vocational programs.
- c. Performs required corrections functions and sponsorship for contracted personnel.
- d. Provides logistical and galley support to NAVCONBRIG Charleston DET Chesapeake (as required).

8. Responsible for Providing Administration Services

- a. Executes administrative policies.
 - (1) Executes the Government Travel Program, Citibank Program, security, and Navy Family Accountability and Assessment System (NFAAS) reporting.
 - (2) Provides administrative support for awards and evaluations for military and civilian staff of NAVCONBRIG Charleston and DET Chesapeake.
- b. Performs functions associated with administrative maintenance.
 - (1) Maintains institution administrative records.
 - (a) Creates and maintains a hard prisoner record.
 - (b) Retains records of prisoner access to legal services.
 - (c) Administers DNA collection and reporting for prisoners.
 - (d) Creates, maintains and archives a digital prisoner record for each prisoner utilizing the Corrections Management Information System (CORMIS).
 - 1. Maintains prisoner court records.
 - 2. Maintains prisoner discipline records.
 - (2) Creates institution reports.

(a) Provides the Report of Investigation for all formal investigations pertaining to prisoner or staff misconduct.

(b) Provides required after action and use of force reports to evaluate data and generate improvement.

(3) Executes IT and cyber security functions to include networks accessible to prisoners.

(a) Liaises with BUPERS CIO and Navy Marine Corps Intranet for all IT issues and trouble-calls.

(b) Supports prisoner kiosks, video services, and portable storage assistance (as required).

(c) Maintains active Authority to Operate for prisoner security systems and prisoner information knowledge systems.

(4) Executes public affairs officer services.

c. Provides legal support to the staff and prisoners.

(1) Provides legal support to the staff, including NAVCONBRIG Charleston DET Chesapeake, for all activities related to military service.

(2) Provides legal (no client attorney relationship) support to the prisoners.

(3) Provides legal coordination for trial counsel, defense, and command visits.

(4) Provides notary services (as required).

d. Provides religious ministry.

(1) Coordinates religious services.

(a) Coordinates and facilitates religious services supported by community volunteers.

(b) Directs religious services supported by government or contracted staff.

(2) Provides pastoral counseling and religious, moral, or ethical instruction for staff and prisoners.

(3) Advises the command on religious and moral matters.

(4) Processes religious accommodations and other requests (as required).

e. Executes safety programs.

- (1) Evaluates fire and life safety standards.
 - (2) Coordinates inspections and audits at required periodicities.
 - f. Creates and maintains command roster and policies.
 - g. Performs all personnel gains, losses, leave, retirement, and reenlistment or advancement processing.
 - h. Establishes, maintains and archives a command operations report annually.
9. Ensures Disaster Preparedness and Continuity of Operations Plan
- a. Facilitates and coordinates any local emergency requiring the relocation of prisoners.
 - (1) Coordinates with local and federal agencies (as required).
 - (2) Coordinates with JB Charleston, regional commanders, PERS-00D, and destination (NAVCONBRIG Miramar, NAVCONBRIG Charleston DET Chesapeake, or Army MCF), all required transportation, logistics, permissions, and support required to mass transport prisoners.
 - (3) Plans, conducts, evaluates, and documents evacuation training and drills for hurricane, nuclear training command incident, ATFP, and toxic chemical scenarios at a minimum.
 - b. Establishes bills and procedures for command and control of an emergency operations center (EOC).
 - (1) Integrates with local and regional EOCs.
 - (2) Conducts training on EOC operation and integration.