

NORTHSTAR

DEFENSE ACQUISITIONS LLC

MASTER CAPABILITY INDEX

A searchable commercial inventory of NorthStar's demonstrated professional capabilities

ONE COMPANY. A VERY LARGE PROFESSIONAL TOOLBOX.

Hire one capability. Build a custom stack. Bring us the problem nobody internally has time, bandwidth, or ownership to solve.

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How to Use This Index

This document is the complete commercial capability library behind NorthStar Defense Acquisitions LLC. It is intentionally broader than a standard services brochure. The entries below may be engaged individually, combined across categories, or used to build a custom project or fractional-support scope.

The categories are organizational only. They are not packages, required bundles, or limitations on scope.

- Search for the exact problem or deliverable you need.
- Select one capability or combine several unrelated capabilities into one engagement.
- Use this index as a starting point for a custom Statement of Work.
- If the need is adjacent to these capabilities but not listed word-for-word, ask - NorthStar scopes around demonstrated ability and the actual problem.

Capability Families

- 1. Federal, Defense & Regulatory Compliance (9 capabilities)
- 2. Quality, Environmental & Supply-Chain Compliance (9 capabilities)
- 3. Procurement, Purchasing & Fulfillment (10 capabilities)
- 4. Operations, Inventory & Process Transformation (10 capabilities)
- 5. Financial Mechanics & Business Controls (10 capabilities)
- 6. Administrative Systems & Digital Architecture (10 capabilities)
- 7. Technical Writing, Policy & Operational Documentation (6 capabilities)
- 8. Research, Records Forensics & Due Diligence (7 capabilities)
- 9. Governance & Municipal Administration (6 capabilities)
- 10. Executive, Account & Stakeholder Support (6 capabilities)
- 11. Asset, Fleet & Lifecycle Administration (3 capabilities)
- 12. Business Communications & Visual Support (4 capabilities)

Federal, Defense & Regulatory Compliance

NIST SP 800-171 Implementation

Author System Security Plans (SSPs), develop operational controls, and translate federal cybersecurity requirements into usable administrative procedures.

CMMC 2.0 Audit Readiness

Structure digital environments, physical access controls, evidence files, policies, and day-to-day workflows for Defense Industrial Base readiness.

Controlled Unclassified Information (CUI) Management

Build physical and digital CUI handling environments, redaction procedures, access controls, and staff handling guidance.

DFARS / DoD Flow-Down Administration

Track defense contract cybersecurity and administrative flow-down requirements and convert them into internal action items.

ITAR / Restricted Technical Data Controls

Support handling controls and administrative processes for export-controlled or restricted technical information.

Incident Response & System Security Planning

Develop SSP, IRP, contingency, access-control, patch-management, media-protection, and related policy documentation.

Joint Certification Program (JCP)

Support JCP approval/re-approval, data-controller responsibilities, and access to restricted military technical data.

Government Procurement Logistics

Navigate SAM.gov, CAGE/UEI registration, PIII/SPRS-adjacent administration, bid portals, and federal contracting paperwork.

DCAA / DCMA Audit Preparation

Organize records, controls, and supporting documentation for defense-related audit environments.

Quality, Environmental & Supply-Chain Compliance

ISO 9001 / AS9100 / IMS Documentation

Develop Integrated Management System and Quality Manual structures aligned to formal quality-system expectations.

Quality Management Systems (QMS)

Author controlled quality documentation, inspection forms, non-conformance frameworks, checklists, and document-control structures.

First Article Inspection (FAI) Support

Compile and audit dimensional inspection data and supporting documentation against technical requirements.

Material Test Report (MTR) Auditing

Verify mill/chemical certificates against raw-material receipts and maintain traceable documentation.

Certificates of Conformance (CoC)

Create, standardize, verify, and manage customer-facing conformance documentation.

Supply-Chain Traceability

Build end-to-end chain-of-custody and certification tracking for raw material and component parts.

Environmental Material Compliance

Document and audit PFAS, REACH, RoHS, TSCA, EPA, Prop 65, and related customer-certification requirements.

Origin / Trade Documentation

Support NAFTA/USMCA and country-of-origin recordkeeping and customer documentation.

Audit Readiness & Document Control

Build retention, verification, revision, evidence, and paper-trail systems designed for external review.

Procurement, Purchasing & Fulfillment

Purchase Order Processing

Prepare, enter, verify, and maintain purchase orders and supporting order documentation.

Vendor Management

Follow late or delayed vendor orders, coordinate status updates, resolve documentation problems, and maintain supplier communication.

Procurement & Sourcing

Support vendor selection, pricing, raw-material sourcing, contract/vendor negotiation, and cost-conscious purchasing decisions.

RFQ / Quote Preparation

Build and submit customer/vendor pricing, gather requirements, and manage quote follow-up.

DoD / Military Bid Intelligence

Research bid opportunities, verify requirements, navigate portals, and support specialized defense quotes.

Government Contract Fulfillment

Coordinate quoting, purchase/sales order activity, technical requirements, documentation, and delivery through completion.

Supplier Certification Coordination

Track required certifications, MTRs, CoCs, traceability evidence, and quality documentation tied to orders.

Receiving & Inbound Material Control

Verify incoming materials, documentation, quantities, certifications, and system records.

RMA / RGA Administration

Manage return authorizations, communications, inspections, replacement orders, and supporting records.

Shipping & Fulfillment Documentation

Prepare packing slips and coordinate compliance documentation required for outgoing shipments.

Operations, Inventory & Process Transformation

Process Auditing & Root-Cause Analysis

Trace a workflow from intake through completion to identify failure points, duplicated work, unclear ownership, and control gaps.

Workflow Redesign

Map current-state operations and design future-state processes that are practical, auditable, and easier to hand off.

Order Verification Controls

Build structured checks around POs, sales orders, customer notes, certifications, and exception handling.

Inventory Reconciliation

Perform physical inventory audits, reconcile variances, and restructure stock classification and tracking.

Inventory & Consumption Modeling

Track raw-material intake, usage, work-in-progress, and conversion to finished goods for reliable cost and stock data.

Receiving-to-Consumption Reconciliation

Compare physical receiving records against floor usage and billing data to expose loss, misallocation, or record gaps.

Late-Order & Exception Tracking

Build reporting systems that surface overdue orders, missing documents, bottlenecks, and status risk.

Digital Transformation

Replace paper-heavy, manual, or disconnected systems with structured digital workflows and validation controls.

Operational Continuity

Document critical workflows so the business does not depend on one person remembering how everything works.

Staff Training & Mentorship

Train users on software, procedures, controls, documentation standards, and operational workflows.

Financial Mechanics & Business Controls

QuickBooks Operations

Support purchasing, sales, invoicing, bookkeeping, inventory, financial tracking, and reconciliations.

AR / AP Workflow Architecture

Systematize invoicing, payment, receivables, collections, ledger reconciliation, and supporting paper trails.

Custom Invoicing & Billing Systems

Build tailored billing logic around labor, material, parts, freight, packaging, and markup rules.

True Cost Auditing

Analyze materials, labor, machine time, supplies, overhead, and operating costs to establish true production cost.

Shop Rate & Break-Even Analysis

Calculate fixed liabilities, debt service, payables, overhead, and required hourly operating rates.

Item / Unit Profitability

Determine exact cost-per-item or cost-per-service and calculate reliable margins.

Bid Calculation & Markup Logistics

Build pricing logic that accounts for materials, labor, freight, shipping, packaging, and margin requirements.

Receivables Management

Manage late-payment follow-up and collections professionally while preserving customer relationships.

Financial Dashboards

Convert P&L and operational data into visual decision tools, performance indicators, and break-even tracking.

CTAS Municipal Financial Administration

Process claims, disbursements, coding, reconciliations, and municipal finance records in CTAS environments.

Administrative Systems & Digital Architecture

Legacy Record Cleanup & Digitization

Sort, audit, index, and convert paper archives, unfiled invoices, and disorganized records into usable repositories.

Forensic Record Cleanup

Establish a defensible baseline by reconciling missing, duplicated, inconsistent, or poorly controlled records.

Database Architecture

Design structured databases and relational tracking systems for inventory, equipment, history, maintenance, or business metrics.

Custom Spreadsheet / Platform Engineering

Build automated spreadsheets, trackers, calculators, and business tools tailored to actual workflows.

Digital Vault & Repository Setup

Centralize LLC records, contracts, insurance, licenses, policies, and vendor documentation into structured access-controlled repositories.

Cloud-Based Data Architecture

Design Google Workspace / Microsoft-style file structures, permissions, shared repositories, and digital continuity systems.

Data Validation Protocols

Build controls that reduce manual entry errors and improve reporting accuracy.

Web Design & Domain Administration

Design and maintain business websites, domain settings, SSL/security, hosting, and lead-capture infrastructure.

ERP / CRM Interfacing

Work across business systems and translate operational requirements between finance, customer, inventory, and workflow platforms.

Automated Reporting Dashboards

Create graphical and tabular reporting that turns operational data into actionable management intelligence.

Technical Writing, Policy & Operational Documentation

SOP Authoring

Extract tribal knowledge and turn it into usable step-by-step procedures, checklists, and training documents.

Technical Documentation

Create system blueprints, process guides, handoff documentation, technical forms, and controlled records.

Quality Form Design

Standardize CoCs, MTR forms, inspection reports, NCRs, sales worksheets, authorization forms, and audit evidence.

Governance & Corporate Policy Drafting

Draft supplier standards, business ethics frameworks, employee codes of conduct, security policies, and administrative rules.

Executive Correspondence

Draft professional letters, reports, briefing materials, formal records, and high-stakes communications.

Training Guides

Build user-facing instructions and reference material for new systems, workflows, compliance controls, and administrative processes.

Research, Records Forensics & Due Diligence

Public Record Retrieval

Research municipal, state, corporate, court, and other public sources to assemble factual administrative histories.

Forensic Document Analysis

Audit physical and digital records for inconsistencies, missing items, unexplained changes, or process failures.

Records Spoliation / Gap Detection

Identify missing, destroyed, altered, or non-retained records and map how the gaps affect administrative reliability.

Investigative Research & Policy Auditing

Compare written policy, governing rules, and actual records to identify procedural inconsistency or noncompliance.

Strategic OSINT & Counterparty Due Diligence

Conduct open-source research on companies, individuals, transactions, partners, or issues before high-stakes decisions.

Regulatory Horizon Scanning

Monitor emerging requirements and translate them into practical operational impact briefs.

Executive Briefing Preparation

Build research binders, projections, scenarios, and decision packages for leadership.

Governance & Municipal Administration

Municipal Code & Ordinance Research

Analyze zoning codes, fee schedules, ordinances, land-use requirements, and administrative procedure.

Conditional Use Permit (CUP) Support

Compile, draft, organize, and process land-use amendment packets and supporting documentation.

Township & Board Administration

Support agendas, minutes, public notices, open-meeting requirements, official records, and board administration.

Public Records Management

Manage request workflows, official archives, disclosure obligations, and municipal documentation.

Public Hearing & Council Preparation

Prepare briefing packets, data, projections, speaking points, and supporting research for hearings and public bodies.

Government Filing Support

Prepare recurring reports, certifications, financial filings, road records, levy-related records, and other administrative submissions.

Executive, Account & Stakeholder Support

Fractional Executive / Chief-of-Staff Support

Act as a strategic right hand for leadership across correspondence, prioritization, vendor issues, special projects, and operational follow-through.

High-Touch Customer & Vendor Management

Manage complex communications, negotiate expectations, resolve problems, and preserve commercial relationships.

Account Management

Own quotes, order status, customer requirements, certifications, traceability questions, and issue resolution.

Customer Onboarding

Verify new-customer information, establish records, and structure repeatable intake workflows.

Public Outreach & Community Relations

Coordinate public inquiries, stakeholder communication, community events, and externally facing information.

Campaign / Initiative Coordination

Organize communications, outreach, logistics, messaging, and execution for time-sensitive public initiatives.

Asset, Fleet & Lifecycle Administration

Fleet & Heavy Equipment Tracking

Design maintenance, registration, inspection, and documentation schedules for vehicles and equipment.

Asset Lifecycle Documentation

Build digital paper trails supporting preventive maintenance, ownership history, resale value, and compliance.

Equipment / Property Administrative Control

Track maintenance, modifications, warranties, service history, and supporting records for physical assets.

Business Communications & Visual Support

Professional Document Layout

Turn dense technical or administrative content into clean, usable client-facing forms, reports, manuals, and presentations.

Vector / SVG Design

Create scalable vector graphics and brand assets for business collateral and production use.

Custom Vinyl / Signage Support

Design production-ready decals, signage, and vehicle/campaign graphics.

Website Content & Lead-Capture Structure

Organize service information, web copy, forms, and client-facing navigation around actual business goals.

Engagement Model

NorthStar does not require clients to buy a predefined package. The service architecture is designed to flex around the actual business need.

- **Single Deliverable:** One defined output with a clear completion point.
- **Custom Capability Stack:** A tailored combination of capabilities from any section of this index.
- **Transformation Project:** A defined operational problem addressed through discovery, redesign, implementation, training, and handoff.
- **Fractional Support:** Temporary recurring operational, administrative, compliance, research, or executive support.
- **Special Project:** A unique assignment built around a legitimate business problem that does not fit neatly into a standard department.

NorthStar operating principle

If the work falls within NorthStar's demonstrated professional capability set, it can be scoped. The objective is to solve the problem with the smallest practical structure, document the solution, and leave the client in control.

NORTHSTAR DEFENSE ACQUISITIONS LLC

Fractional Operations • Systems • Compliance • Specialized Business Support

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