



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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Employee of the Quarter Third Quarter 2023

Larry Tulk provided outstanding support to the Europe Region Office by taking on many additional duties of two vacant positions. He saw the need and stepped up to fill a void and provided excellent administrative support to the Europe director for student excellence (DSE) and Europe chief of staff (COS) while simultaneously supporting the members of the Center for Instructional Leadership.

Tulk carefully updated the Europe DSE and COS's calendars to deconflict meetings. He quickly learned how to use the complex Defense Travel System to arrange travel, lodging, and other travel-related issues for the DSE and COS. Two of these trips involved close coordination with Headquarters as the DoDEA Director and COS were traveling in Europe and being escorted by the DSE or region COS.

All lodging, air, and ground requirements were met, and detailed itineraries were developed through Tulk's efforts. This was followed up with the accurate submission of travel vouchers and payments to the government travel card. Through it all, Tulk remained flexible and was quick to adjust to ever-changing itineraries.

He fulfilled many of the former duties of the supply technician including volunteering to maintain the region's government vehicles. He ensured the vehicles were properly maintained and monthly records were completed. His efforts ensured the vehicles were available for the DSE/COS and region personnel for temporary duty travels (TDYs) in the region.

While juggling these two significant additional duties, Tulk kept on top of his primary duties.

He has clearly gone the extra mile to provide outstanding support in the very demanding capacity as executive assistant, supply technician, and in his primary role as a program analyst.



Mr. Larry A. Tulk

[Europe](#)

Program Analyst