

## MLC/IHA Award Cover Sheet

Name of Employee: \_\_\_\_\_

ID/Employee #: \_\_\_\_\_

Organization: \_\_\_\_\_

- Please choose a type of award, and check all the items what the award is given for.

<b>Sustained Superior Performance Award</b>  優秀成績ほう賞	<b>Initiative</b> 自発性	<b>Aspiration</b> 向上心	<b>Effort</b> 努力
	<b>Productivity</b> 生産性	<b>Dedication</b> 献身的	<b>Other (Specify)</b> _____

<b>Special Acts/Service Award Customer Service Award</b>  特別行為ほう賞 カスタマーサービスほう賞	<b>Economization</b> 節約	<b>Quality Service</b> 良質なサービス	<b>Improvement</b> 改善
	<b>Efficiency</b> 能率	<b>Achievement</b> 功績	<b>Other(Specify)</b> _____
* <b>Please check one →</b> * いずれかを選択して下さい	<b>On Duty</b> 業務上	<b>Off Duty</b> 業務外	

\* Please make sure to check either “on-duty” or “off-duty” for **Special Acts/Services Award** and **Customer Service Award**.