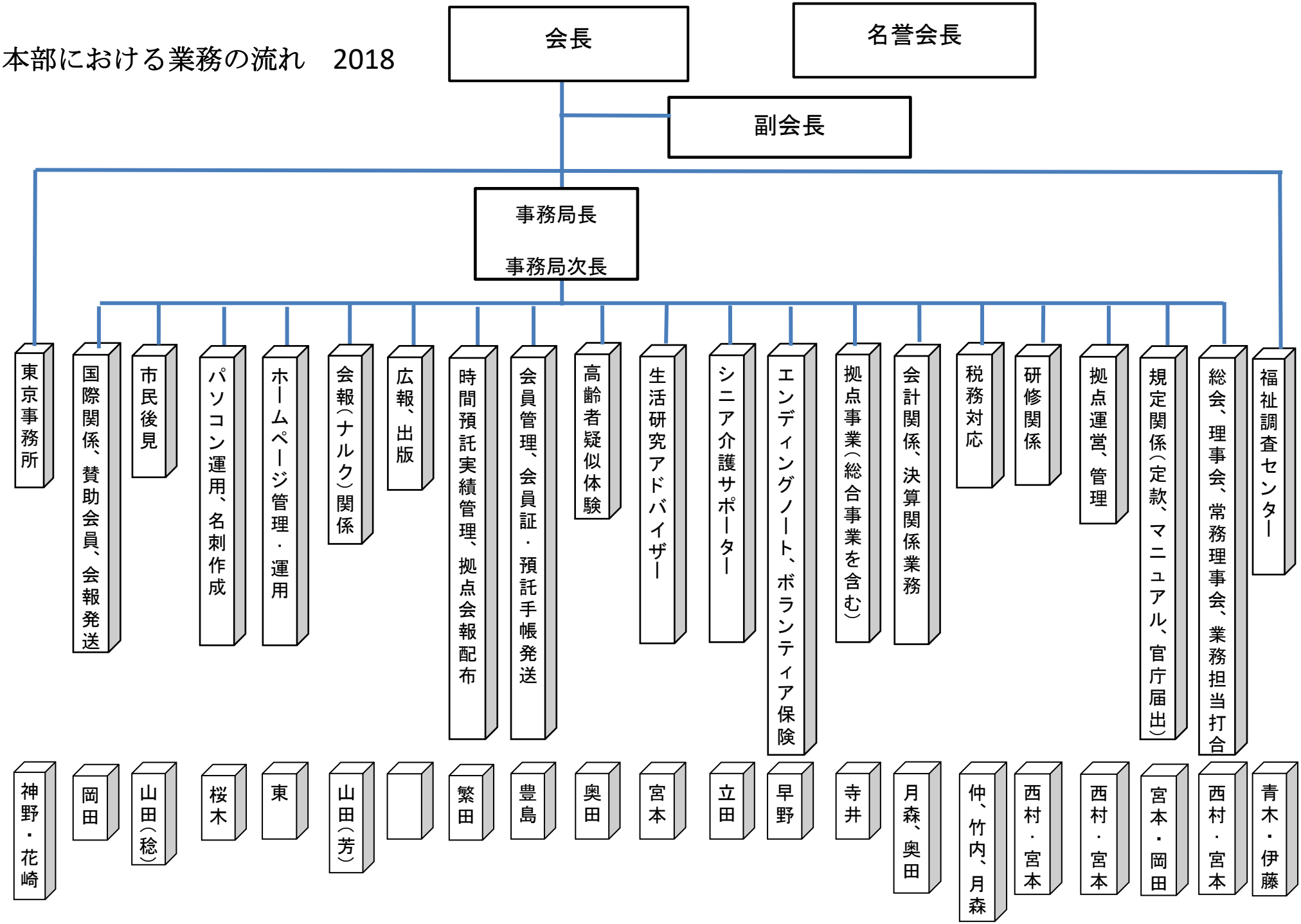本部における業務の流れ　2018