

**To:** marlyn.pruitt@me.com[marlyn.pruitt@me.com]  
**Cc:** Hupp, Millan[hupp.millan@epa.gov]  
**From:** Ford, Hayley  
**Sent:** Wed 10/18/2017 8:48:37 PM  
**Subject:** FW: Spouses Ethics and Protocol Briefing FRIDAY

Hi Marlyn,

I hope you're having a nice day! Millan shared your email with me so that I could pass along pertinent information to you.

I've registered and cleared you through WAVES for Friday's Spouses Ethics Briefing. You should arrive to 17th St NW and State Place visitors entrance no later than 9:40AM Friday morning. Cabinet Affairs staff will be there to escort you to the Secretary of War Suite. There is a cell number below if you have any difficulties or feel free to also give me a call at my numbers below if you run into any issues.

Let me know if you have any questions. Thanks!

Hayley Ford  
Deputy White House Liaison  
Office of the Administrator  
Environmental Protection Agency  
Room: 3309C William Jefferson Clinton North  
ford.hayley@epa.gov  
Phone: 202-564-2022  
Cell: 202-306-1296

-----Original Message-----

**From:** McBride, Emily J. EOP/WHO [mailto:Emily.J.McBride@who.eop.gov]  
**Sent:** Wednesday, October 18, 2017 4:06 PM  
**To:** Gunn, Ashley L. EOP/WHO <Ashley.L.Gunn@who.eop.gov>  
**Cc:** Murphy, Christine M. EOP/WHO <Christine.M.Murphy@who.eop.gov>; Uli, Gabriella M. EOP/WHO <Gabriella.M.Uli@who.eop.gov>  
**Subject:** RE: Spouses Ethics and Protocol Briefing FRIDAY

Good afternoon everyone,

Some final logistical information - please ask your Cabinet member's spouse to arrive at the 17th St. NW and State Place visitors entrance to the White House no later than 9:40 a.m. on Friday morning. Cabinet Affairs staff will be present to escort everyone through security and up to the Secretary of War Suite we have reserved for the briefing.

There are no read ahead materials for the briefing, however, you can pass along that Stefan Passantino, the Deputy White House Counsel who will be delivering the ethics portion, will cover some topics they've heard before, but will address some new topics as well. There will be opportunities for everyone to ask questions during both the ethics and protocol portions of the briefing.

If you haven't completed the WAVES form or believe we don't have the correct vitals for your Cabinet member's spouse, please reach out.

Please feel free to pass along my cell number (202-881-8256) to your Cabinet member's spouse as well, should there be any issues. Happy to answer any additional questions as well.

Thanks,  
Emily J. McBride  
Associate Director

Office of Cabinet Affairs  
The White House  
C: (202) 881-8256  
D: (202) 395-8594  
Emily.J.McBride@who.eop.gov

-----Original Message-----

From: McBride, Emily J. EOP/WHO  
Sent: Tuesday, October 10, 2017 12:12 PM  
To: Gunn, Ashley L. EOP/WHO <Ashley.L.Gunn@who.eop.gov>  
Cc: Murphy, Christine M. EOP/WHO <Christine.M.Murphy@who.eop.gov>; Uli, Gabriella M. EOP/WHO <Gabriella.M.Uli@who.eop.gov>  
Subject: Spouses Ethics and Protocol Briefing 10/20

Hello everyone,

Thanks so much to all who have submitted their RSVPs for next Friday's ethics and protocol briefing for the Cabinet spouses. As discussed, the event will be from 10:00 a.m. - noon in the Secretary of War Suite here in EEOB. Some of you have already sent over your attendee's vitals as well, but for those of you who have not, please use the link below to submit them ASAP. Additionally, if you have not already let me know one way or the other whether your principal's spouse will be able to attend, please shoot me an email to confirm either way.

<https://events.whitehouse.gov/form?rid=DQM7PY9K4Q>

Finally, if it would be helpful for me to send over the Outlook calendar invite for any of you, I am happy to do so - just let me know.

Emily J. McBride  
Associate Director  
Office of Cabinet Affairs  
The White House  
C: (202) 881-8256  
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Emily.J.McBride@who.eop.gov

-----Original Message-----

From: McBride, Emily J. EOP/WHO [mailto:Emily.J.McBride@who.eop.gov]  
Sent: Tuesday, October 3, 2017 3:36 PM  
To: Gunn, Ashley L. EOP/WHO <Ashley.L.Gunn@who.eop.gov>  
Cc: Murphy, Christine M. EOP/WHO <Christine.M.Murphy@who.eop.gov>; Uli, Gabriella M. EOP/WHO <Gabriella.M.Uli@who.eop.gov>  
Subject: RE: Spouses Ethics Briefing 10/20

Good afternoon everyone,

I wanted to circle back on this invitation for October 20. I have received responses from many of you, and I appreciate it. I realize that I did not have the appropriate contact for a few spouses, so hopefully that has been corrected - let me know if I still don't have the right person.

Please take a moment to let me know whether your Cabinet member's spouse will be able to attend this event. If you have already responded, your RSVP has been noted. Don't hesitate to reach out to me with any questions.

Thanks!

Emily J. McBride  
Associate Director  
Office of Cabinet Affairs  
The White House  
C: (202) 881-8256  
D: (202) 395-8594  
Emily.J.McBride@who.eop.gov

-----Original Message-----

From: McBride, Emily J. EOP/WHO  
Sent: Friday, September 15, 2017 3:03 PM  
To: Gunn, Ashley L. EOP/WHO <Ashley.L.Gunn@who.eop.gov>  
Cc: Murphy, Christine M. EOP/WHO <Christine.M.Murphy@who.eop.gov>; Uli, Gabriella M. EOP/WHO <Gabriella.M.Uli@who.eop.gov>; McGinley, William J. EOP/WHO <William.J.McGinley@who.eop.gov>  
Subject: Spouses Ethics Briefing 10/20

Good afternoon,

Cabinet Affairs will host an important ethics briefing for all Cabinet spouses and significant others on Friday, October 20 from 10:00 a.m. - 12:00 p.m. in the Secretary of War Suite (EEOB 230A). Stefan Passantino with White House Counsel will conduct the briefing and be available for questions.

Following the ethics briefing, we will have a protocol expert give a presentation specifically tailored for Cabinet spouses. Topics will include frequently asked questions, including titles and forms of address, precedence, gifts, seating, official entertaining, and cross-cultural literacy.

Please let me know if your Cabinet member's spouse or significant other will be available to attend.

Thanks,

Emily J. McBride  
Associate Director  
Office of Cabinet Affairs  
The White House  
C: (202) 881-8256 (no texting)  
D: (202) 395-8594  
Emily.J.McBride@who.eop.gov