

**From:** [LANELLE HAWA \(LIA\)](#)  
**To:** [REDACTED] @saa.senate.gov; [REDACTED] @mail.house.gov; [REDACTED] @mail.house.gov; [REDACTED] @saa.senate.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov; [REDACTED] @uscp.gov;  
**Cc:** [REDACTED]  
**Subject:** HOS Notification - Visit of Vice President Michael Pence, Mrs. Pence and Charlotte Pence to the U.S. Capitol (S-214/ House and Senate Floors) on Wednesday, January 6, 2021  
**Date:** Tuesday, January 5, 2021 2:50:21 PM  
**Attachments:** [REDACTED]

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All,

Please see the attached HOS Notification for Vice President Michael Pence, Mrs. Pence and Charlotte Pence to the US Capitol on Wednesday, January 6, 2021.

Regards,  
Lani

Lani Hawa  
Special Agent/ Staff Assistant  
United States Secret Service  
Liaison Division - Capitol Hill  
[REDACTED]



**HEAD OF STATE WORKSHEET**  
*U.S. Secret Service – Liaison Division (U.S. Capitol)*

Date(s) of Visit: **Wednesday (01/06/2021)**

Visitor Full Name: **Vice President Michael Pence, Mrs. Pence & Charlotte Pence**

USCP (Tail) Car Rendezvous Location: **The Naval Observatory**

USCP (Tail) Car Rendezvous Time: [REDACTED]

Number of Motorcade Vehicles: [REDACTED]

USSS Liaison Supervisor: **Lani Hawa** Cell: [REDACTED]

USSS VPD Lead Agent: **Elizabeth Glavey** Cell: [REDACTED]

USSS Transportation SA (AM Shift) **Earthy Donald** Cell: [REDACTED]

USSS Transportation SA (PM Shift) **Kevin Kirby** Cell: [REDACTED]

USSS Command Post: **Washington Field Office** Tel: [REDACTED]

USSS Pin color: [REDACTED]

[REDACTED]  
 [REDACTED]  
 USSS Push Vehicles: [REDACTED]  
 [REDACTED]

**ITINERARY:**

ARRIVAL TIME	ARRIVAL LOCATION	GREETER	DESTINATION	FUNCTION	DEPARTURE	DEPART TIME
12:30 PM	Via M/C to Senate Carriage <sup>1</sup>	SSAA	<b>S-214</b>	Hold	Via foot en route House Chamber	12 :45 PM
12:55 PM	House Chamber	N/A	<b>House Floor</b>	Electoral College Certification	Via foot en route S-214	TBD
TBD	S-214	N/A	<b>S-214/ Senate Chamber</b>	Hold/ Initiate Voting	Via foot en route House Chamber	TBD
TBD	House Chamber	N/A	<b>House Floor</b>	Continuation of Electoral College Certification	Via foot en route House Carriage	TBD
TBD	House Carriage	N/A	<b>House Carriage</b>	Motorcade Departure	Depart via M/C from House Carriage <sup>2</sup>	TBD

[REDACTED]

[REDACTED]  
 [REDACTED]  
 [REDACTED]

**\*\*\* Please anticipate multiple movements by the Vice President between the House Chamber, S-214 and the Senate Chamber prior to departure.\*\*\***