

INFO FOR INTERN CO-PILOTS

Who are we?

If hired, you would be employed by the State of ND, Atmospheric Resource Board (ARB), a division of the Department of Water Resources (DWR). Our offices are at 1200 Memorial Hwy, Bismarck ND 58504-5262 and office main line is 701-328-2788. Our staff includes: [Darin Langerud](#) (Director), [Mark Schneider](#) (Chief Meteorologist), [Kelli Schroeder](#) (Program Manager and your supervisor), [Dan Brothers](#) (Meteorologist) and [Missy Schmidt](#) (DWR Human Resources).

We contract with Weather Modification International (WMI) for aircraft and pilot-in-command/captain services. You would work with their staff: [Kirk Hamilton](#) (WMI Director of Flight Operations) or [Jody Fischer](#) (Vice President of Operations) and other staff. Their offices are at 3802 20th St N, Fargo ND 58102 and office main line is 701-235-5500.

Before Project Starts

Proof of certifications

Show WMI your current certifications in Fargo when they test you for high altitude / high performance endorsements. They will contact you for scheduling in May.

- The high-altitude endorsements may be done on an individual basis.
- High performance endorsements will be done on a group basis only.
 - If you intend on scheduling travel during May, contact Kirk @ WMI to coordinate schedules, as they will not do a high-performance certification for only one person.
- There will be a cost associated with these endorsements. Check with Kirk @ WMI regarding cost (last I heard was around \$350). ARB does not cover this cost.
 - Bring a form of payment: check, cash or credit card with you to Fargo. *No payment = No endorsement.*
- Bring your logbook for the endorsement. If no logbook you will get a sticker.
- Dates and times subject to change.
- Must have your multi-engine rating.

Currency

To log PIC time*: Be prepared to get your multi-engine (ME) DAY/NIGHT currency (3 landings day and night within the last 90 days before you can carry passengers) before June 1 on your own time and expense.

- *Currency for the copilots technically isn't required as we fly restricted category aircraft – flight crew only. But it is good practice to be current when you start project for safety.
 - Day currency will be accomplished during the high-performance endorsement in May.
 - Night currency may be done at the start of the project with your PIC.
- Sometimes, there are no WMI PICs on project that are ME Instructors. If you are fortunate enough to be assigned to a PIC that is an ME Instructor, you can use them for currency help. FAR 61.57(a)2 lets you get current for DAY/NIGHT operations with the WMI PIC aboard, since they are required for aircraft operations. Interns cannot use WMI aircraft for solo flights.
- PIC/SIC time: You may log PIC time as pilot flying when you're on the controls. Have a discussion with your PIC about when to log time. You can log PIC time from left or right seat as sole manipulator of the controls.

Instrument currency (6 approaches etc. within the last 6 months): Be prepared to get this on your own time and expense so that you can log approaches or PIC time in instrument conditions.

- This does not have to be multi-engine.
- Per Jody, WMI April 2020, "However, they should get instrument current prior to the start since that will be difficult for them to get as we go. They can easily get that in a simulator or flight training device without an instructor."

Medical

You will be flying commercial aircraft and therefore will need at least a 2nd class medical at your expense.

Ground School

Ground School is scheduled for May 27 (7pm social) through about 10am on May 30, 2025, in Bismarck.

Hotel rooms will be paid by ARB for the nights of May 27-29 with checkout scheduled for the morning of May 30. Single rooms will be reserved. Contact [Kelli](#) or [Dan](#) if you have a specific room request. Room assignments must be into the hotel a few weeks early.

Social begins at 7pm on May 27. Be prepared to have your photo taken for staff posters and the WMI Final Report. If you have concerns about your photo being in a public document (WMI Final Report), please discuss your concerns with Kelli.

We do not pay mileage to Ground School and back to GFK or to your field site. You are compensated for meals while in travel status for Ground School, starting May 27 and ending May 30. You will be given a travel reimbursement sheet to sign for reimbursement.

Payroll

Work week

Monday through Sunday (midnight hours).

Pay rate

Hourly pay = \$16.32 per hour. Overtime pay = \$24.48 per hour.

Pay dates

- June 10 for the hours you work in May (Ground School + prep at field sites)
- July 10 for the hours you worked in June (**your first full month of pay**)
- August 8 for the hours you worked in July
- September 10 for the hours you worked in August

Time keeping

Work hours should be entered **every day** at

<http://www.dwr.nd.gov/arb/ndcmp/mets/interns.html>. This is the method that our office and your PICs will use to monitor your work hours. You will receive log-in credentials specific to this application.

- Hours entered must accurately reflect the **actual** hours you work.
 - At the end of each week, we will download your hours and round to the nearest quarter hour each day. (1-7 minutes will be rounded down and 8-14 will be rounded up.) It will then be entered into the PeopleSoft time system.
- Please try to space your work hours out so that you have enough hours to work storms on weekends. This can be accomplished in many ways. One example might be to keep your hours from Monday through Thursday to a max of 20 hours when it's expected to be a dry week. Questions can be directed to Kelli.
- If you need corrections made to the work hours you entered or have questions, contact Kelli.
- 40 hours per workweek is **not guaranteed**. Intern must be doing the approved activities below to log work time. When in drought conditions or summers with excessive rainfall, hours may be limited.

- When approved, overtime hours must be kept to a minimum and be mission-related only (i.e. missions, chemical mixing, paperwork, alert, required equipment maintenance).
 - **You must request authorization BEFORE working overtime from Kelli by call or text.**
 - Keep in mind that we have budgeted around 15 hours per intern for the entire season.
 - Overtime will not be authorized for weekends when the weather has been quiet during the week. See “Please try to space your work hours...” bullet above for suggestions.

If you are having to do a lot of aircraft and equipment maintenance during a week, please keep Kelli informed of the reason for the activity and how much you are working on it.

Reportable (payable) work activities

- **Aircraft Cleaning:** Keeping aircraft clean / waxed
- **Aircraft Maintenance:** Other aircraft maintenance requested by WMI that is outside of seeding equipment maintenance – keep Kelli informed of these activities – preferably beforehand.
- **Alert:** At the airport when put on Alert, NOT Stand By
- **Briefing:** Participating in the weather briefing
- **Chemical Mixing and Inventory:** Mixing chemical and doing chemical inventory
- **Daily Pre-flight:** Daily aircraft pre-flight activities
- **Mission:** On a seeding mission or maintenance flight, includes pre-flight for the mission.
 - If you are on a maintenance flight to Fargo or other town, you can claim work hours for the flight and any other time you are actively performing work that benefits the project. You cannot claim time such as shopping at a store, sleeping, surfing the internet and such other unproductive hours.
- **Other:**
 - Mowing airport lawn (Let Kelli know if you are doing this, just so we are aware in case there are potential risk management issues.)
 - Pre-project district tours
 - Attending project meetings
 - Time traveling to other locations when rotations are assigned, or you are asked to pick up or deliver something.
 - Travel to & from the airport daily from your living quarters for regular purposes is considered normal travel to and from work and is not reportable as time worked.
- **Paperwork:**
 - Doing project paperwork including entry of project data on iPads
 - Reading our manuals at <http://dwr.nd.gov/arb/ndcmp/mets/ndcmp.html> and suggesting edits for outdated information

- Reading our personnel manuals at <http://dwr.nd.gov/arb/ndcmp/mets/personnelforms.html> and completing required paperwork
- **Public Relations:** Participating in public relations activities like county fairs and talking to media. Report these activities to Kelli as we are asked to forward information about these activities to the Governor's Office.
- **Seeding Equipment Maintenance:** Seeding equipment (burners, flare racks, dry ice bin) maintenance
- **Windsonde Research:** Launching balloons and retrieving (Use only when you are specifically told to use. This is for differentiating accounting of your work hours for special research releases versus regular project related releases.)
- Additional approved activities when weather conditions are slow, such as those noted below. **Call Kelli for approval of these activities beforehand.**
 - Getting updated on research related to the NDCMP at <http://dwr.nd.gov/arb/ndcmp/programeval.html> or industry information online at <https://weathermod.org/publications/> or <https://journalofweathermodification.org/index.php/JWM/index> (Other).
 - Are there lessons available at <https://www.meted.ucar.edu/> that related to the NDCMP that you might enjoy? (Other)

Project Operations

Rotations

Rotations for covering King Air.

- Ensure intern coverage of the King Air as a priority. We do not want the King Air pilot having to go up on a flight without an intern. The intern leaving the King Air should not leave until the incoming intern has arrived.
- Coordinate with your meteorologists and PICs so that rotations occur with the least chance of weather when possible.
- Travel during daylight hours is encouraged where possible.

Travel

(<http://dwr.nd.gov/arb/ndcmp/mets/docs/Travel.xlsx>)

- We do not pay mileage for you to report to your assigned location initially.
- We do not pay mileage to and from your vacation.
- We do not pay mileage for you to return to Grand Forks when school starts.
- We do pay mileage for required rotations.
 - Take the shortest route. If you take another route, explain the route and reasons. We will determine if additional miles will be paid, at our discretion.
 - You can claim each leg of your rotation separately or the entire trip together, depending on your need for mileage reimbursement.

§ However, if your travel starts before June 30 and ends after June 30, please claim them separately. Our expenses must be paid in the fiscal year (July 1-June 30 each year) they occur. We usually only have until about July 25th to process claims for services June 30 and before.

- Use the travel form for miscellaneous expenses as well.
 - Reimbursable items for radar and chemical storage sites include the following. These are NOT to be used in your apartments.
 - Toilet paper
 - Paper towels
 - Garbage bags
 - Mouse traps
 - Mosquito spray
 - Receipts are required for totals of \$10.00 or more.
 - We will not reimburse for paper plates, napkins, and plastic utensils.
 - If there is something else you need and wonder if we will reimburse for it, please call Kelli ahead of time for approval.
- All travel or miscellaneous expense reimbursement requests should be sent to Kelli.

Miscellaneous

Your PICs are your mentors as far as daily work and time approval because they are out in the field with you. However, if you are not getting what you expect from them, have conflict with them, or need assistance in any way, **please call Kelli**, your supervisor.

If you have any questions or concerns about your job, coworkers, PICs, mets, etc., **please call Kelli.**

Termination

You decide your termination date. We understand that a lot of interns need to return to school early or return for CFI workshops.

- When you know your approximate last day of work and forwarding address, please complete this form (<http://www.dwr.nd.gov/arb/ndcmp/mets/docs/TemporaryEmployeeResignation.pdf>) and email it to Kelli.
 - This form will tell Human Resources where to send your final check / ACH notice and W2, but also allows final weeks scheduling to cover the King Air.
 - If your last day of work changes, I can edit the form as needed.

Post-project

You will receive a W2 tax statement from us sometime between mid-January and early February.

- If you moved between the end of project and this time, please keep Kelli informed of your mailing address for W2 statements.

If you need verification of your employment, direct those requests to:

Missy Schmidt

Human Resource Business

Partner

Department of Water Resources

1200 Memorial Hwy

Bismarck ND 58504-5262

Phone: 701-328-2751

Fax: 701-328-3696 (This is a shared agency fax. Please be sure faxes are addressed "Attention: Missy Schmidt".)

Email: mkschmidt@nd.gov