

INFO FOR INTERN CO-PILOTS

Who are we?

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

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), [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 performance endorsement. They will contact you for scheduling in May.

- If you intend on scheduling travel during May, contact Kirk @ WMI to coordinate schedules.
- There may be a cost associated with this endorsement. Check with Kirk @ WMI. DWR does not cover this cost. (Note: In 2025, WMI did not charge a fee.)
- 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 tentatively) through about 10am on May 30, 2025, in Fargo.

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

Social begins at 7pm (tentatively) 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 Dan.

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 = \$20.60 per hour. Overtime pay = \$30.90 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 10 for the hours you worked in July

- September 10 for the hours you worked in August

Time keeping

- Time keeping will be handled through the State of North Dakota's PeopleSoft system.
- Every Intern will be set up with an account and trained on the system during Ground School.

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 Dan 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 Dan 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.
- **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 Dan 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).

- If there is a research report listed on our website that does not have a link and you would like to read it, please contact Dan. We may be able to share a copy.
- Are there lessons available at <https://www.meted.ucar.edu/> that related to the NDCMP that you might enjoy? (Other)

Project Operations

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 requested travel, such as meeting one of us at a specified point to deliver an item.
- 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 Dan ahead of time for approval.
- All travel or miscellaneous expense reimbursement requests should be sent to Dan.

Miscellaneous

Your PICs are your mentors as far as daily work 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 Dan**, your supervisor.

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

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 Dan.

- This form will tell Human Resources where to send your final check / ACH notice and W2.
- If your last day of work changes, we can edit the form as needed.

Post-project

You will receive a W2 tax statement from us in early-January.

- If you moved between the end of project and this time, please keep Missy 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